

MARION TOWNSHIP LAND DIVISION PROCESS

A property owner desiring to combine or divide their property is subject to the State of Michigan's Land Division Act (PA 288 of 1967) and the land division ordinance of Marion Township. It is also possible that a homeowner's association or development may hold further restrictions. This information is intended to assist you in understanding the process to apply for a land division or parcel combination. The Township's land division ordinance is available online or you may obtain a copy from the Township Hall.

STEP 1: SUBMIT AN APPLICATION FOR A PARCEL DESCRIPTION CHANGE

The process typically starts with a scaled drawing and discussion with the Assessor and/or Zoning Administrator to preliminarily determine if the requested change will comply with the local ordinances, but signed, sealed surveys are required for all land divisions. File the request for parcel description change application and submit the required attachments along with the appropriate fee (\$75 application fee + \$25 per resulting parcel) with the Township Assessor. The application must be completed in its entirety or it will be returned as incomplete. A completed application shall be either approved or denied in writing, within 45 days.

STEP 2: THE ZONING ADMINISTRATOR & ASSESSOR REVIEW THE APPLICATION

The Zoning Administrator:

- a. Verifies that all proposed parcels will comply with the zoning regulations for the parcel width (road frontage) and total square footage.
- b. Verifies that all proposed parcels will have appropriate setbacks for all existing buildings and other land improvements
- c. Verifies that the property has appropriate road access on an approved private road or public road; private roads require a maintenance agreement, public roads require a site distance review from the Livingston County Road Commission
- d. Verifies any other applicable ordinance and may consult with the Township Engineer and/or attorney if necessary

The Assessor:

- a. Monitors the "parent parcels" as of March 31, 1997 and the number of division rights that are allowed, has been transferred and the number available to the parcel in question
- b. Verifies the depth to width ratio. A parcel cannot be 4 times deep as it is wide. A variance application can be submitted to request waiving this requirement.
- c. Verifies ownership and confirms that all parties involved have signed the application. You may be asked to supply a copy of the deed for proof of ownership.
- d. Verifies that the taxes are paid current and if the property is subject to special assessments.

STEP 3: PRELIMINARY APPROVAL

You are notified of the results. If a preliminary approval is given you will be given time to meet the conditions requested for final approval and provide proof of the same. Failure to respond can result in the application being voided and having to restart the process in its entirety. If the land has transferred from one owner to another (ex. split/comb), then a deed is required.

STEP 4: FINAL APPROVAL

After all the steps are completed, final approval can be given. New parcel numbers will be assigned for all parcels being created and building permits can now be applied for.

*** Land Divisions/Combinations receiving final approval mid-year will not be reflected on the current year's assessment roll. However, the resulting parcels will be on the current year's summer and/or winter tax roll and the property's value will be allocated for taxing purposes. The property(s) will receive individual tax bills for the new legal descriptions.*

**** If the property(s) are subject to a mortgage, it would be wise to contact your mortgage company of any applicable change to the property legal descriptions. They routinely request tax bills by parcel number. If your legal description has changed, so has your parcel number! Please notify your mortgage company of the changes to your property.*



APPLICATION FOR PARCEL DESCRIPTION CHANGE

Application is hereby made for the following (check one)

Metes and Bounds	
<input type="checkbox"/>	Land Division into _____ parcels See Fee Schedule on page 2 for fees
<input type="checkbox"/>	Parcel Combination (\$75)
<input type="checkbox"/>	Boundary Line Change between 2 or more parcels (\$75)

Platted Subdivision	
<input type="checkbox"/>	Separation of entire lots along existing platted lot lines (\$75)
<input type="checkbox"/>	Combination of entire lots along existing platted lot lines (\$75)
<input type="checkbox"/>	Boundary Line Change within portions of platted lot lines (\$75)
<input type="checkbox"/>	Dividing platted lot into more lots* (Per fee schedule page 2) *Requires Township Board approval

A stamped survey is required for all requests except Separations/Combinations of entire lots along existing platted lot lines

PROPERTY INFORMATION

Tax Parcel Number _____ Size _____ Zoning _____

Street Address of Property _____

Identify the parent parcel tax code number on March 31, 1997 _____

Has the property been divided since March 31, 1997? If yes, attach a separate sheet giving the split history of parent parcel.

Are there special assessments on parcel? No Yes

Special Assessment type: _____ Balance Owed: _____

If there are sewer or water REU's available for this parcel, please specify how those should be distributed: _____

Are the real property taxes current? Yes No Amount Due: _____

**Real and Personal property taxes must be current at time of application

Are the personal property taxes current? Yes No Amount Due: _____

OWNER INFORMATION

Owner Name _____

Owner Address _____

Owner Phone Number/Fax Number/Email _____

APPLICANT INFORMATION (If different than owner)

Applicant Name _____ Company Name _____

Applicant Address _____

Applicant Phone Number/Fax Number/Email _____

Applicant's Basis for Request (Option to buy, legal representative, etc.) _____

Describe the intent of your proposed parcel description change:

STRUCTURES CURRENTLY ON PARCEL(S)

Residential & Agricultural	Vacant <input type="checkbox"/>	Pool <input type="checkbox"/>	Commercial & Industrial
	House <input type="checkbox"/>	Fence <input type="checkbox"/>	Number of Buildings _____
	Garage <input type="checkbox"/>	Pole Barn <input type="checkbox"/>	Building Types _____
	Shed <input type="checkbox"/>	Gazebo <input type="checkbox"/>	_____
	Ag. Buildings <input type="checkbox"/>	Other <input type="checkbox"/>	Specify _____

ROAD / DRIVEWAY INFORMATION

An existing road, named _____, which is a
County Road Private Road will serve as access to the resulting parcels.
All new driveways on a county road require a Sight Distance Review from the County Road Commission. Please attach sight distance approval.

A new road, to be named _____, which will be a
County Road Private Road will serve as access to the resulting parcels.

Access to parcels - Each Parcel
Does Does Not have its own individual driveway for access off the above road

FEE SCHEDULE FOR LAND DIVISIONS & DIVIDING PLATTED LOT INTO MORE LOTS

\$75 Flat fee, plus \$25 for each new parcel being created

One parcel into two parcels	\$125.00
One parcel into three parcels	\$150.00
One parcel into four parcels	\$175.00

Marion Township

Application for Parcel Description Change, Page 3

To avoid delays, please be sure your application includes all of the following:

____ Livingston County Road Commission Sight Distance Review (not necessary for private roads)

____ Stamped survey, indicating:

- a) Parcel lines of all proposed divisions/changes
- b) Dimensions and area of proposed changes
- c) Easements for public utilities
- d) Location of all existing structures
- e) Dimensions of existing structures to each newly proposed lot line
- f) Delineation of building envelope
- g) Legal descriptions of all proposed changes

____ Appropriate Fee

____ If the resulting parcel from a division is LESS THAN 1 ACRE in size, provide documentation that each proposed parcel has:

- a) Public water or County Health Department approval for the suitability of an on-site water supply
- b) Public sewers or County Health Department approval for an on-site sewage disposal system

OWNER / APPLICANT AFFIDAVIT

The owner / applicant agrees that the statements made in this document are true and if found not to be true, the application and any approval will be void. Further, the owner / applicant agrees to comply with the conditions and regulations provided under the State Land Division Act and the Marion Township Land Division Ordinance.

I further understand that if Marion Township approves the proposed division resulting in a parcel less than one (1) acre in size and a land use permit or building permit is not issued for the parcel, Marion Township and its officers and employees will have no liability.

I further understand that the approval of a land division is not a determination that the resulting parcels comply with the Marion Township Zoning Ordinance or General Ordinances. All resulting parcels must comply with the Marion Township Zoning Ordinance and all applicable General Ordinances before any land use permit, special use permit, or other permits will be issued by the Township to utilize said property. The Township and the officials and employees shall not be liable for approving a land division if a land use permit and / or building permits for construction on a parcel are subsequently denied because of inadequate water supply, sewage disposal facility, failure to meet township Zoning Ordinances and General Ordinances, or otherwise. The approval of a land division could result in a violation of township Zoning or General Ordinances and notice of such a violation, if any, is attached hereto.

Marion Township and its officers and employees are not liable if a land use permit and /or building permit are not issued for a resulting parcel because the parcel is less than one acre in size, lacks either public water and sewers or health department approval for on-site water supply and on-site sewage disposal.

Owner or Applicant Signature

Date

Boundary Line Changes must have the signatures of all involved property owners. Use the area below.

Owner Signature and property address

Date

Owner Signature and property address

Date

THIS PAGE FOR INTERNAL USE ONLY

Receipt No. _____

Date of application _____

Total Fee Paid _____

Check No. _____

ASSESSOR REVIEW

Marion Township approves the proposed Parcel Description Change

YES

NO

Reasons for denial: 1. _____

2. _____

3. _____

Retired parcel number(s): _____

New parcel numbers: _____

Marion Township Assessor

Date

ZONING ADMINISTRATOR REVIEW

Notice to the Applicant:

The following review is based on the information provided in this application. In reviewing this application, the following comments would apply:

_____ YES, this application as presented meets the requirements of the Marion Township Ordinances as they apply to this application.

_____ NO, this application as presented does not meet the requirements of the Marion Township Zoning Ordinance as they apply to the application

Comments: _____

Marion Township Zoning Administrator

Date



MARION TOWNSHIP

www.mariontownship.com

2877 W. Coon Lake Rd.
Howell, MI 48843

Phone (517) 546-1588
Fax (517) 546-6622

ACT NO. 23, P.A. OF 2019

Requires a Certificate of Paid Taxes from the Livingston County Treasurer indicating the preceding 5 years of taxes have been paid prior to land divisions.

Livingston County Treasurer will charge a statutory fee of \$ 5.00

This certificate must be submitted to Marion Township along with the Township's Land Division application.

**Please have your survey
company send a copy of the
legal descriptions, in word
format to:**

**assessor@marion
township.com**