

LONDON TOWNSHIP LAND DIVISION/COMBINATION APPLICATION

London Township
13613 Tuttlehill Rd., Milan, MI 48160
734-439-1984

Notice: This application must be received by London Township on or before December 31st of the current tax year in order to be processed for the following tax year.

The completed application with all required attachments shall be submitted to the Township Zoning Administrator accompanied by the required processing fee and any escrow fees that may apply.

You MUST answer all questions and include all required documents, or this will be returned until you can provide all documents and a completed application. London Township cannot make any determination on a land division/combination without full application being made to the Township. You may wish to consult with an attorney or planner, engineer, surveyor, or other professional to ascertain compliance with the above mentioned Public Acts and Township Zoning Ordinances in this application.

Upon completion of the review by the Township Zoning Administrator and Township Assessor, the Township Assessor will inform the applicant of the final approval or denial. *The Township will approve or deny all applications within forty-five (45) days from receipt of a completed application.*

If the application is approved, the Township Assessor will process the division/combination on the FOLLOWING year's assessment roll. The applicant will be supplied with parcel numbers upon request. The descriptions and parcel numbers will be in effect for the following tax year. **The Township is not responsible for prorating taxes for mid-year sales for new splits/combinations not on the tax roll.** If approved, new deeds for all parcels with new legal descriptions must be filed before final processing can occur. Current year taxes, summer and winter, must be paid in full for the approved split/combination to be processed for the following tax year. No exceptions.

NOTICE: London Township does not get involved in nor is responsible for providing split/courtesy tax bills for new parcels. Current taxes due are the sole responsibility of the property owner(s).

If the application is denied, the applicant will receive a letter stating that the application has been denied and it will list the reason(s) for denial. Any person aggrieved by the decision, within 30 days of said decision, may appeal the decision to the governing body designated by the Township Board which shall consider and resolve such appeal by a majority vote of said board at its next regular meeting or session affording sufficient time for a twenty (20) day written notice to the applicant of the time and date of said meeting and appellate hearing.

The Township and its officers, employees, and designees shall not be liable for approving a land division/combination if building permits for construction on the parcels are subsequently denied because of inadequate water supply, sewage disposal facilities, lot size, or otherwise.

All applications for land division/combination in the Township of London must be in compliance with the Township Land Division Ordinance and any and all other applicable Zoning Ordinances, and with the Land Division Act, P.A. 288 of 1967 as amended by P.A. 591 of 1996 and P.A. 87 of 1997.

FEE: A fee of \$375.00 will be charged for creating up to two (2) parcels, or for combining multiple parcels. For creating more than two (2) parcels, there will be a fee of \$100.00 for each new parcel in addition to the first two. These fees must be paid to London Township upon submittal of the application.

1. Location of parent parcel to be split;
ADDRESS _____

PARENT PARCEL I.D. NUMBER _____
(Twelve-digit parcel number from tax bill)

ZONING DISTRICT _____

2. () Legal description of Parent Parcel attached.

3. Property Owner Information

Name(s) _____
Address _____
City _____ State _____ Zip _____
Phone Number (_____) _____

4. Applicant Information (if different than property owner)

Contact Persons Name _____
Business Name _____
Address _____
City _____ State _____ Zip _____
Phone Number (_____) _____

5. Describe the division(s)/combination(s) being proposed:

- A. Number of resulting parcels _____
- B. Intended use (Residential, Commercial, etc.) _____
- C. The division of the parcel provides access to an existing road by: (Check one)
 - ____ Frontage on an existing road
 - ____ An easement

6. Write here or attach a legal description for each proposed new parcel including the remainder parent parcel. (Attach extra pages if necessary)

7. (A) Future divisions that might be allowed but not included in this application:

(B) The number of future divisions being transferred from the parent parcel to another parcel: _____

Identify the other parcel: _____

(See section 109(2) of the statute. Make sure your deed includes both _____ statements as required in section 109(3) and 109(4) of the statute.)

8. IMPROVEMENTS: Describe any existing improvements (buildings, well, septic, ponds, etc.) which are on the parent parcel or indicate NONE. (Attach extra pages if necessary)

9. SURVEY: A survey, sealed by a professional surveyor at a scale of _____ (insert scale) of proposed division(s) of parent parcel.

() Attached

THE SURVEY OR MAP MUST SHOW:

- a. All boundaries as they existed as of March 31, 1997 AND
- b. All previous divisions made after March 31, 1997 (indicate when made or none) AND
- c. The proposed division(s)/combination(s) AND
- d. Dimensions of the proposed division(s)/combination(s) AND
- e. Existing and proposed road/easement right-of-way AND
- f. Any existing improvements (buildings, wells, septic systems, driveways, etc.) and their distances from any newly created parcel lines AND
- g. Original seal and signature of surveyor.

AFFIDAVIT and permission for municipal, county, and state officials to enter the property for inspections:

I agree the statements made above are true, and if found not to be true this application and any approval will be void. Further, I agree to give permission for officials of London Township, Monroe County, and the State of Michigan to enter the property where this parcel division is proposed for purpose of inspections to verify that the information on the application is correct at a time mutually agreed with the applicant. Finally, I understand this is only a parcel division which conveys only certain rights under the applicable local division ordinance, the local zoning ordinance, and the State Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended (particularly by P.A. 591 of 1996), MCL 560.101 et. seq.) and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction, or other property rights.

Lastly, even if this division is approved, I understand zoning, local ordinances, and State Acts change from time to time, and if changed, the divisions made here must comply with the new requirements (apply for division approval again) unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

PROPERTY OWNER(S)

SIGNATURE _____	DATE: _____
SIGNATURE _____	DATE: _____
SIGNATURE _____	DATE: _____
SIGNATURE _____	DATE: _____

APPLICANT CHECKLIST:

- Completed application.
- All property owners' signatures on the application.
- Proof of ownership.
- Proof of all due and payable taxes or installments of special assessments pertaining to land proposed to be divided are paid in full.
- Attached original copy, raised seal, survey signed and stamped.
- Legal description(s) attached of all proposed parcels and remaining parent parcel
- A fee of at LEAST \$375.00 (for up to 2 parcels) and \$100.00 for each additional parcel.
of parcels: _____ Total Paid: _____
- History of any previous divisions.
- Information on transfer of division rights, if any.
- Release from Mortgage Company on property or portion of property to be split if there is a mortgage on the property.
- Proof of no mortgage on parcel to be split by way of clear title work within the last 30 days.
- Attachment of variance granted by the Zoning Board of Appeals or Township Board if applicable.

Please note upon approval of land divisions and/or combinations, new recorded deeds with new legal descriptions and parcel numbers for all new and remaining parcels are required to be submitted to the Monroe County Register of Deeds office and a forwarded copy to the London Township Assessing office within 90 days of approval or all land divisions and/or combinations will be null and void. FURTHERMORE, ALL TAXES MUST BE PAID IN FULL FOR THE CURRENT TAX YEAR AND NO DELINQUENT TAXES CAN BE OWING.

CHECKLIST FOR LONDON TOWNSHIP PERSONNEL

- Application received in office (Date) _____
- Incomplete application returned to applicant (Date) _____
- Completed application received in office (Date) _____
- Required fees received in office (Date) _____
- Evidence of ownership _____
- All owner's signatures _____
- Any previous splits and when _____
- Assessor determination of splits available _____
- Surveys and legal descriptions submitted for all parcels _____
- Road access to all parcels _____
- Meets depth to width ratio _____
- Meets minimum frontage and lot area requirements _____
- Mortgage release or title work showing no mortgage _____
- Taxes and specials paid _____
- Zoning Administrator/Building Official review (Date) _____
- Application packet forwarded to engineer for review if applicable (Date)

- Application packet and comments received from engineer with recommendation (Date)

- Other _____
- Township final approval/denial (Date) _____
- Final approval or denial sent to applicant (Date) _____
- Maps updated (Date) _____
- Maps sent to Drain Commission (Date) _____
- New parcel filed created/old parcel files retired (Date completed) _____
- PRE/QA's transferred (Date) _____

TRACKING SHEET

APPLICANT: _____

ADDRESS: _____

PHONE NUMBER: (____) _____

TAX CODE: _____ (Parent Parcel)

NUMBER OF PARCELS CREATED: _____

REVIEWED BY ZONING ADMINISTRATOR/BUILDING OFFICIAL:

Signature: _____ Date: _____

APPROVED / DENIED (CIRCLE ONE)

COMMENTS: _____

REVIEWED BY ASSESSOR:

Signature: _____ Date: _____

APPROVED / DENIED (CIRCLE ONE)

COMMENTS: _____

REVIEWED BY SUPERVISOR:

Signature: _____ Date: _____

APPROVED / DENIED (CIRCLE ONE)

COMMENTS: _____

For office use only:

Fee(s) paid: Date _____ Check # _____ Rec. by _____

New Parcel ID # _____ Acreage _____

New Parcel ID # _____ Acreage _____

New Parcel ID # _____ Acreage _____

MCRD Recording Information:

Liber/Page/Date: _____

Liber/Page/Date: _____