

ONONDAGA TOWNSHIP PARCEL DIVISION APPLICATION

P. O. Box 67
4756 Baldwin Street
Onondaga, MI 49264

Please answer all questions and include all attachments. Bring or mail to ONONDAGA TOWNSHIP at the above address.

Approval of a division of land is required before it is sold, when a new parcel is less than 40 acres and not just a property line adjustment (Sec. 102 e & f).

This application is designed to comply with Sec. 108 and 109 of the Michigan Land Division Act (formerly the subdivision control act P. A. 288 of 1967 as amended particularly by PA 591 of 1996 and PA 87 of 1997, MCL 560.101 et seq.)

Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.

1. LOCATION OF PARENT TO BE SPLIT: Address: _____ Road Name _____

PARENT PARCEL IDENTIFICATION NUMBER: 3313-13-_____

Parent Parcel Legal Description (Describe or Attach) _____

2. PROPERTY OWNER INFORMATION:

Name: _____ Address _____

Phone: (____) _____ Zip Code _____

3. PROPOSED DIVISION(S) TO INCLUDE THE FOLLOWING:

A. Number of new parcels _____

B. Intended use (residential, commercial, etc.) _____

C. Each proposed parcel has a depth to width ratio of 4 to 1 or _____ to _____ as provided by ordinance.

D. Each parcel has a width of _____ (not less than required by ordinance).

E. Each parcel has an area of _____ (not less than required by ordinance).

F. The division of the parcel provides access to a public road by: (check one)

_____ Each new division has frontage on an existing public road

_____ A new public road. Proposed road name: _____

(Road name cannot duplicate an existing road name)

_____ A recorded easement. (driveway). Cannot service more than one potential site.

G. Describe or attach a legal description of proposed new road, easement or shared driveway. _____

H. Describe or attach a legal description for each proposed new parcel. _____

4. FUTURE DIVISIONS being transferred from the parent parcel to another parcel. Indicate number transferred _____
See Section 109 (2) of the Statute. Make sure your deed includes both statements as required in 109 (3 & 4) of the Statute.

5. **DEVELOPMENT SITE LIMITS** (Check each which represent a condition which exists on the parent parcel:
- | | |
|---|--|
| ☐ Waterfront property (river, lake, pond, etc.) | ☐ Includes wetlands |
| ☐ Is within a flood plain | ☐ Includes a beach |
| ☐ Is on muck soils or soils known to have severe limitations for on site sewage system | |

6. **ATTACHMENTS** – All the following attachments **MUST** be included. Letter each attachment as shown:

A. A survey for the proposed division(s) and the parent parcel:

- (1) ☐ current boundaries (as of March 31, 1997), and
- (2) ☐ all previous divisions made after March 31, 1997 (indicate when made or none, and
- (3) ☐ number of proposed division(s), and
- (4) ☐ dimensions of the proposed divisions, and
- (5) ☐ existing and proposed road/easement right-of-way(s), and
- (6) ☐ easements for public utilities from each parcel that is a development site to existing public utility facilities, and
- (7) ☐ any existing improvements (buildings, wells, septic system, driveways, etc.)
- (8) ☐ any of the features checked in question number 5.

B. Indication of approval, or permit from the Ingham County Road Commission, Michigan Department of Transportation, that a proposed easement provides vehicular access to an existing road or street meets applicable location standards.

C. A copy of any reserved division rights (Sec. 109 (2) of the act) in the parent parcel.

D. A fee of \$100 for each application up to 5 divisions and \$25 for each additional division.

7. **IMPROVEMENTS** – Describe any existing improvements (buildings, well, septic, etc., which are on the parcel or indicate none). _____

8. **Acknowledgment –**

The undersigned acknowledges that any approval of the within application is not a determination that the resulting parcels comply with other applicable ordinances, rules or regulations which may control the use or development of the parcels. It is also understood that ordinances, laws and regulations are subject to change and that any approved parcel division is subject to such changes that may occur before the recording of the division or the development of the parcels. All parcels created by this land division must be deeded and recorded within ninety (90) days at the Ingham Co. Register of Deeds.

Property Owner's Signature _____ Date _____

For office use only – Reviewer's action: Total Fee \$ _____ Check # _____ Receipt # _____

Signature: _____ Application Completed: Date _____ Approval: Date _____

Denial Date: _____ Reasons for denial _____ (see attached)

Condition if any _____

ONONDAGA TOWNSHIP

LAND DIVISION APPROVAL PROCESS

FOLLOW THESE STEPS TO CREATE NEW LAND PARCELS IN ONONDAGA TOWNSHIP

A Land Division is the splitting or dividing of an existing lot or parcel of land to create more than one parcel. To build on a lot created after March 1997, you must show proof that it was created through Onondaga Township's Land Division Process. Follow the steps on this form to correctly divide land in Onondaga Township. Keep these signed originals with your property information and provide copies to any owners of the parcels created as proof that the parcels were correctly created.

This is a coordinated, step-by step guide to the basic requirements for a land division. We strongly recommend that the steps be completed in the order provided. Building permits will not be granted for parcels created without this process.

PARENT PARCEL TAX CODE (parent or original parcel) _____

Applicant (Property Owner) name: _____

Current mailing address _____

City, state, zip _____

Daytime phone: _____

Step 1: Complete and attach the Land Division application form.

The form must be fully completed and include parent parcel owner signatures and the date. *Signatures and Application materials will be honored for a maximum of 6 months.*

Step 2: Divisions or splits availability (Preliminary):

The township official must review the proposed land divisions for compliance with the State of Michigan plat act and determine the total available land divisions ("splits") on the property. Lots created must also conform to Township requirements for size and shape, so an applicant may not be able to use all the divisions available to the property. A list of township representatives is attached. Contact the official for your parcel to complete this step.

The Township official (supervisor or assessor) reviewed the attached application.

1. The completed application has been reviewed and agrees with township records.
2. Proof of ownership and/or Quick Claim Deed of Division Rights.
3. This parcel has divisions available to create parcels as indicated

Reviewed by _____ #splits available at inquiry _____ Date approved. _____

Step 3: Zoning Compliance

Submit a Site Plan of the proposed divisions along with this form and completed application to the Onondaga Township Land Division Board for review and approval. Contact them at 517-628-2654. They will review the proposed land divisions for compliance with the zoning ordinance. Each parcel created must meet requirements for road frontage, width to depth ratio, and setbacks. See the application packet for information and site plan requirements. Review may take up to 45 days.

Office Use: Community Development Reviewer will complete:

- A. Zoning district for proposed divisions (effective today): _____
- B. All parcels comply with minimum parcel size _____
- C. All parcels comply with minimum road frontage: _____
- D. All parcels comply with lot coverage restrictions: Yes ____ No ____
Not applicable _____
- E. Existing structures comply with setbacks: _____
- F. Each parcel complies with width to depth ratio .
Parcel ration requirement complies? Not applicable?
 4:1

Step 4: Driveway Compliance

Complies with Ingham County Road Commission Driveway application _____

Step 5: Final Township Approval

Contact the Township Official for final approval (the same official you visited in step 2)- The State Land Division Act requires local (township) approval of each division (Parcel created). You must provide them with the application, this form with attached site plan and approvals, and the certified boundary survey.

Township Official:

The application and attached materials are complete and agree with Township records.

The certified boundary survey matches the final approved site plan.

The number of splits (divisions) created complies with the requirements.

Received by

Date submitted

Township Official approval

Date

Step 6: Recording Legal Documents

Visit or contact the Ingham County Register of Deeds for information on recording the certified boundary survey and deeds for each of the new parcels created.

Surveys and deeds must be recorded within (90 days) of the Township final approval.

One (1) original and one (1) copy of certified boundary survey and deeds for all parcels created.

_____	_____	_____
Register of Deeds Recorded by	Liber/Page #	Date recorded

Step 7: Final Land Division compliance and new parcel identification

Each parcel created must be reviewed for final compliance and assigned a tax code identification number.

_____	_____	_____	_____
Received by	Date submitted	Land Division Approved by	Date

INGHAM COUNTY ROAD COMMISSION

AUSTIN E. CAVANAUGH ADMINISTRATION BUILDING
301 Bush Street P.O. Box 38 Mason, Michigan 48854-0038

June H. Pallottini, Chair
Jean M. McDonald, Vice Chair
Larry R. Smith, Commissioner

John W. Midgley, P.E., Managing Director

June 26, 2003

Mr. Kay Bodell, Supervisor
Onondaga Township
4538 Onondaga Road
Onondaga, Michigan 49264

RE: New Ingham County Road Commission Land Division Application Form

Dear Mr. Bodell:

During our annual Township meetings held in April and May, discussions were held regarding proposed land divisions. The land division discussions dealt mostly with Township and Ingham County Road Commission (ICRC) procedures, application requirements and confusion created by the application form. In an effort to address some of the discussed land division problems, both from the Township and ICRC perspective, we have drafted a new form that asks for more appropriate information and explains the Road Commission's requirements and procedures.

The enclosed form was adopted for public use by the Board of Ingham County Road Commissioners on June 19, 2003. Please encourage land owners wishing to divide their land to use the new form and follow the directions on the back of the form.

In addition to delivering the new form, I would like to remind the Township that:

1. The Road Commission is to review and approve proposed land divisions before the Township takes action on the issue. We need to make sure that the divided lands conform to ICRC requirements and can be safely accessed from the county road system.
2. The Township must wait until an approved Land Division Application is issued and delivered to the Township before processing. A receipt acknowledging payment of the application fee does not represent an approved Land Division Application.
3. Road Commission policy states that "All lots on a road with a speed limit greater than 25 MPH shall have a minimum lot width of 165 feet at the right of way." Lot widths on roads with a speed limit of 25 MPH shall be in accordance with platted subdivision requirements, per the Land Division Act. Proposed land divisions

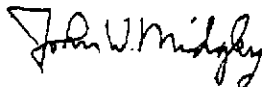
that do not comply with our lot width policy will be denied. Sixty six foot (66') wide exceptions for future public roadways will be considered on a case by case basis and must comply with Road Commission requirements.

4. The fee schedule illustrated on the back of the form was established by the Board of Ingham County Road Commissioners on December 6, 2001. Land Division Application fees will follow the schedule until December 31, 2005. From that point on, the fee will remain at the 2005 level until changed by the Board of Ingham County Road Commissioners.

It is our sincere hope that the new form, supplemental information and the above clarifications allow for smoother processing of land division applications. If you have questions about the content of this submittal, please contact either Bob Peterson, Director of Engineering, or Frank Llinas, Permit Department Supervisor.

Sincerely,

INGHAM COUNTY ROAD COMMISSION



John W. Midgley, P.E.
Managing Director

JWM/dlb

Enclosure

pc: Diane E. Johnson, Clerk
Robert H. Peterson, Director of Engineering
Francisco J. Llinas, Permit Department Supervisor

2. Evidence that the proposed location of the temporary dwelling will not be detrimental to property within three-hundred (300) feet of the parcel intended to be the location of the temporary dwelling.
3. Adequate measures are available for potable water and sewage disposal.

Section 20.21 ACCESS

The purpose of this Section is to provide standards which will facilitate safe and efficient traffic movement and vehicular access in the Township. The standards contained herein are intended to protect the public health, safety, and welfare, including minimizing congestion and potential for accidents, and better assuring accessibility to property under emergency conditions. The regulations and standards of this Article apply to all properties in the Township. The requirements and standards of this Article shall be applied in addition to the requirements of the Michigan Department of Transportation, Ingham County Road Commission, and other provisions of this Ordinance.

A. Curb Cuts and Driveways: All plans for structures to be erected, altered, moved or reconstructed, and use of premises within the Township shall contain a plan for the proposed driveway access to the premises which shall be part of the plot plan or site plan pursuant to Section 4.03. Said plan shall be approved prior to the issuance of a permit. No such plan shall be approved unless such driveway access is onto a public road. Driveways and curb cuts shall, at a minimum, meet the requirements of the County Road Commission and Michigan Department of Transportation, and the following standards:

1. Driveways shall generally enter perpendicular to the existing street or road.
2. No driveway shall serve more than one (1) single family dwelling or more than one (1) dwelling unit in a two family dwelling unless specifically approved by the Planning Commission.
3. Residential driveways shall comply with the following minimum standards:
 - a. The driveway surface shall be a minimum twelve (12) feet wide, measured edge to edge.
 - b. The driveway minimum overhead clearance shall be fourteen (14) feet above driveway grade at all points.
 - c. Any driveway in excess of three hundred (300) feet in length shall include minimum eighteen (18) foot wide passing flares, provided at least every three hundred (300) feet, to permit oncoming vehicles to pass one another.
 - d. Any driveway in excess of one hundred (100) feet shall have a compacted gravel or paved surface and shall avoid wetlands and unstable soils. The driveway surface and subsurface shall require removal of topsoil to a depth of ten (10) inches and backfilled with six (6) inches of sand or bank run gravel. The driveway surface shall consist of processed road gravel, crushed stone, asphalt, or a combination thereof, to a depth of at least six (6) inches.
 - e. Any driveway in excess of three hundred (300) feet in length shall provide an adequate area at the end of the driveway or elsewhere along the driveway to enable emergency vehicles, including fire trucks, to turn around. The Building Inspector may refer a plot plan to the Fire Chief for verification that the proposed emergency vehicle maneuvering is adequate.
 - f. The property owner shall be responsible for the maintenance and accessibility of the driveway in all seasons.
4. Non-residential driveway ingress and egress points shall not be closer than one-hundred (100) feet to the intersection of any two (2) public streets, or closer than one hundred (100) feet to an adjacent driveway within a Commercial or Industrial district.
5. No driveways providing access to non-residential uses or structures shall cross residentially-zoned property.

B. Lots to Have Access: All parcels or lots hereinafter created in the Township shall have frontage on a public street and take their lot access from such frontage so as to provide safe, convenient access for fire protection, other emergency vehicles, and any required off-street parking.

C. Clear Vision Zone: The following regulations shall apply to all landscaping, fences, walls, screens, or similar devices at street intersections:

1. No fence, wall, sign, or screen or any planting shall be erected or maintained in such a way as to obstruct vision or interfere with traffic visibility on a curve, or within thirty (30) feet of the right-of-way of an intersecting street.
2. No structure, hazard or obstruction shall be placed or maintained in the right-of-way, except as may be approved by the County Road Commission and Township Board.

Section 20.22 FLAG LOTS

Flag lots are prohibited (See Figure 21-1 and 21-2).

End of Article 20