

## PROCEDURE FOR LAND DIVISION

1. CONTACT ASSESSOR TO DETERMINE:
  - A: WHETHER THERE ARE DIVISIONS AVAILABLE
  - B. WHETHER PROPERTY OWNER HAS DIVISION RIGHTS.
2. IF THE ANSWERS TO #1 ARE YES, THEN COMPLETE A LAND DIVISION APPLICATION.
3. FILE SIGHT DISTANCE REVIEW APPLICATION WITH LIVINGSTON COUNTY ROAD COMMISSION.
4. RETURN COMPLETED APPLICATION TO THE HANDY TOWNSHIP CLERK. APPLICATION MUST INCLUDE:
  - A. A SCALE DRAWING SHOWING ALL BUILDINGS AND THE SET BACK DISTANCE TO ALL NEW AND EXISTING PROPERTY LINES.
  - B. THE FEE OF \$75.00 FOR THE FIRST SPLIT AND \$40.00 FOR EVERY DIVISION AFTER THAT.
5. HANDY TOWNSHIP ASSESSOR WITH VERIFY THAT ALL INFORMATION IS COMPLETE AND APPLICABLE FEES ARE PAID.
6. HANDY TOWNSHIP WILL POST MEETING. MEETINGS ARE ON 1<sup>ST</sup> & 3RD THURSDAYS. APPLICATIONS MUST BE RECEIVED NO LATER THAN TUESDAY 3:00 P.M. ONE WEEK PRIOR TO THE MEETING.
7. LAND DIVISION COMMITTEE MEETS.
8. ASSESSOR NOTIFIES OWNER OF DECISION.
9. IF APPROVED, PROPERTY OWNER SUBMITS SURVEY AND ALL REQUIRED DOCUMENTATION TO THE ASSESSOR FOR NEW PARCEL NUMBERS

# Handy Township

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135 N. Grand  
PO Box 189  
Fowlerville MI. 48836  
(517)223-3228  
fax (517)223-3983

## LAND DIVISION APPLICATION

1.

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone/Fax (work) \_\_\_\_\_

Phone/Fax (home) \_\_\_\_\_

Interest in property (circle one) Owner Tenant Option Other

2.

Property Owner Information (If different than Applicant)

Name \_\_\_\_\_ Phone( ) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3. Parent Parcel Tax Code Number \_\_\_\_\_

a. Legal description of parent parcel (or attach) \_\_\_\_\_  
\_\_\_\_\_

b. Size of parent parcel \_\_\_\_\_

4. History of parent parcel or parent tract

a. Identify the owner of the parent parcel or tract on March 31, 1997  
\_\_\_\_\_

b. Identify the owners on March 31, 1997, of parcels sharing a common line  
with the parent parcel or tract on March 31, 1997:  
\_\_\_\_\_

c. Has the parent parcel or tract been divided since March 31, 1997 \_\_\_\_\_  
If yes, attach a separate sheet of paper giving a history of all parcels that  
were divided from the parent parcel since March 31, 1997.

5. Proposed division

a. Number of new parcels \_\_\_\_\_

b. Write here, or attach a legal description of each resulting parcel  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Supporting material

- \_\_\_\_\_ A. Survey of the land proposed to be divided  
OR
- \_\_\_\_\_ B. Tentative parcel map which is a scale drawing

The survey or tentative parcel map shall include the following information:

- \_\_\_\_\_ 1. Parent parcel boundaries as of March 31, 1997
- \_\_\_\_\_ 2. Show all previous divisions made after March 31, 1997
- \_\_\_\_\_ 3. Parcel lines of all proposed divisions
- \_\_\_\_\_ 4. Dimensions and area of the proposed divisions
- \_\_\_\_\_ 5. Accessibility
- \_\_\_\_\_ 6. Easements for public utilities
- \_\_\_\_\_ 7. Parcels width

- 7. If the resulting parcel from a division is less than one (1) acre in size, then provide documentation that each proposed parcel has the following:
  - 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.

8. Affidavit by Applicant

The 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 Applicant agrees to comply with the conditions and regulations provided under the State Land Division Act and the Handy Township Land Division Ordinance.

I further understand that if Handy 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 that parcel, Handy Township and its officers and employees have no liability.

I further understand that the approval of the land division is not a determination that the resulting parcels comply with the Handy Township Zoning Ordinance, or general ordinances, and that the resulting parcels must comply with the Handy Township Zoning Ordinance and all applicable general ordinances before and land use permit, special use permit, or other permits will be issued by the Township to utilize said property.

Dated \_\_\_\_\_  
 \_\_\_\_\_  
 Property Owner's Signature  
 Fee \_\_\_\_\_ Received by \_\_\_\_\_ Date \_\_\_\_\_

# HANDY TOWNSHIP

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## APPLICANT'S ACKNOWLEDGEMENT

The undersigned hereby acknowledges that he/she has requested the Township of Handy by it's duly authorized Assessor to issue a separate tax parcel identification number for property located within the Township of Handy, a copy of the legal description of said property is attached hereto. The new tax parcel identification numbers will be split from the existing tax parcel identification number of \_\_\_\_\_ and said parcels shall be issued a new, individual tax parcel number which is assigned by the assessor.

The undersigned acknowledges that the issuance of any tax parcel identification number pursuant to the Handy Township Land Division Ordinance is totally unrelated to the requirements of obtaining a land use permit or any other type permit from Handy Township under its ordinances as such may be in effect or amended from time to time. The undersigned also acknowledges and understands that the issuance of a tax parcel identification number and approval of a land division does not in any way constitute the issuance of a land use permit, building permit, special use permit, or any other permit that may be issued by the Township and that the issuance of such tax number and approval of a land division does not guarantee that any land use permit, building permit, special use permit, or other permits will be issued by the Township. The undersigned further acknowledges that the issuance or a tax parcel identification number and/or approval of land divisions by the Assessor or any other designated official of the Township does not mean that such divisions meet or comply with the Hand Township Zoning Ordinance or any general ordinances that may be applicable.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Township Assessor

\_\_\_\_\_  
New Tax Parcel ID Number

9. Township Approval/Disapproval

A. Handy Township approves the divisions as proposed by the Applicant

Yes \_\_\_\_\_ No \_\_\_\_\_

B Conditions

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Dated \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

*NOTICE TO APPLICANT*

*The approval of this division is not a determination that the resulting parcel complies with the Handy Township Zoning Ordinance or other general township ordinances. 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.*

*Handy 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 (1) acre in size, lacks either public water and sewers or health department approval for on-site water supply and on-site sewage disposal.*