



WEBSTER TOWNSHIP

5665 Webster Church Road, Dexter MI 48130, (734) 426-5103

Application for Land Division

The division of a parcel of land into two (2) or more lots or parcels shall comply with the requirements of the Township Zoning Ordinance, the Township's Land Division Ordinance, the Michigan Land Division Act (Act 288 of the Michigan Public Acts of 1967, as amended), and all applicable Township ordinances, rules and regulations.

NOTE: Land Divisions, Combinations, and Boundary Adjustments approved after May 15th will be separately assessed the following year

ADMINISTRATIVE USE ONLY

Total Fees:		Date Paid:		Application No:	
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REQUEST

It is requested that the below referenced parcel(s) be divided/combined into _____ new parcels.

Division (\$200)	Combination (\$200)	Boundary Adjustment (\$200)	
Additional splits Legal Descriptions (\$40 per split)		If yes, how many	
Purpose of Division	Sale	Development	Transfer

APPLICANT (Fill the Ownership Information on the following page)

If applicant is not the property owner, you must attach a completed "[Letter of Authorization to apply](#)"

Name			
Company			
Address		City/State/Zip Code	
Phone Number		E-mail	

No division or combination of land shall be approved without the written consent of the title or deed holder or any person holding a legal or equitable interest in the subject parcel. At the discretion of the Township, a title search may be required

I do hereby attest that all statements, signatures, descriptions, and exhibits submitted on/or with this application are true and accurate to the best of my knowledge and I am the property owner or I am authorized to file this application and act on behalf of the property owner and I have attached a letter of authorization to apply from the owner who grants me permission to act on his/her behalf. I acknowledge that by making this application I have consented to the entry of Township officials, employees, agents, and/or representatives for all purposes in connection with this application and to ensure compliance with Township Ordinances.

Owner 1/Applicant	Date
Owner 2	Date
Owner 3	Date

PARENT PARCEL(S) INFORMATION (Use a separate sheet if there are more than three)

PARCEL 1

Parcel ID	C - 03 – – –	Lot Size	
Name			
Address		City/State/Zip Code	
Current Zoning		Future Use	

PARCEL 2

Parcel ID	C - 03 – – –	Lot Size	
Name			
Address		City/State/Zip Code	
Current Zoning		Future Use	

PARCEL 3

Parcel ID	C - 03 – – –	Lot Size	
Name			
Address		City/State/Zip Code	
Current Zoning		Future Use	

NEW PARCEL(S) INFORMATION (Use a separate sheet if there are more than three)

PARCEL A

Parcel Identification		Lot Size	
Name			
Address		City/State/Zip Code	
Current Zoning		Future Use	

PARCEL B

Parcel Identification		Lot Size	
Name			
Address		City/State/Zip Code	
Current Zoning		Future Use	

PARCEL C

Parcel Identification		Lot Size	
Name			
Address		City/State/Zip Code	
Current Zoning		Future Use	

SUBMITTAL REQUIREMENTS

SUBMITTAL REQUIREMENTS			To be filled By staff
<p>This Application <u>must</u> include the following attachments to be considered complete:</p> <p>Click on the link to access Webster Township Ordinances</p>			
Yes	NA	Item	Completed?
		<p>Pursuant to the Land Division Act 288 of 1967, MCL 560.109(1)(i), the County Treasurer certifies that current and preceding years taxes are paid before the approval of a property split. If you are applying for a property split:</p> <p>Fill out the Land Division Tax Certification form, and get the signatures from the Washtenaw County Treasurer and Office of the Water Resources Commissioner, prior to submitting the application.</p> <ul style="list-style-type: none"> • Washtenaw County Treasurer is located at 200 N Main Street, Suite 200, Ann Arbor, MI 48107 • Water Resources Commissioner is located at 2nd Floor, 705 N Zeeb Rd, Ann Arbor, MI 48103 	
		A drawing of the Parcel(s) prior to the proposed Division(s), Combination or Boundary Adjustment	
		<p>Signed and sealed surveys (two copies) by a Registered Civil Engineer or Licensed Land Surveyor of the existing and proposed properties.</p> <ol style="list-style-type: none"> 1. Surveys shall be at least 8 1/2" x 14" and at a scale of not less than 1"= 100' and show all property irons and monuments found or placed on the parcel(s). 2. Surveys shall include accurate legal descriptions. Parcel areas shall be shown to the nearest 100th of an acre. For parcels less than one acre, parcel area shall be shown to the nearest square foot. 3. Surveys shall be dated, including the dates of any revisions. 4. Surveys shall show the existing zoning and the front, rear and side yard setbacks of each parcel. 5. Distances from existing structures to proposed parcel lines shall be shown. 	
		A legal description of the existing and proposed right of way/easement.	
		A list of all restrictions & covenants which currently apply to, or run with the land, whether recorded or not	
		A list of all restrictions and covenants which the owner intends to place on the land if the Land Division, Combination or Boundary Adjustment is granted	
		A copy of approved Driveway Permit for curb cuts (Public Roads)	
		A copy of the Driveway Permit Waiver (Private Roads) issued by the Washtenaw County Road Commission (permit application attached) Call 734-761-1500 for more information	
		A copy of the most recent paid tax bill pertaining to the parcel.	

DECISION FORM (TO BE FILLED BY TOWNSHIP)			
Yes	No	Township Assessor Review	
		Is this a parent parcel?	
		New address(es) issued (if applicable)	
		Number of proposed divisions	Number of divisions available
Yes	No	Township Zoning Administrator Review	
		Does it comply with lot divisions standards in the Zoning ordinance?	
		Does it comply with all applicable standards listed in Land Division ordinance?	
		Does it comply with all applicable standards listed in Private Road ordinance?	
		Are all related easements recorded?	
		Minimum lot area	
		Minimum Lot width	
		Maximum lot depth ration; 4:1	
		Front setback	
		Side Setback	
		Rear setback	
		Minimum lot frontage on a pubic road or approved private road	
		Access to a public road or a private road approved	
		Road permit is issued, if required	
		The land division is not creating any non-conforming lots or uses	
		All related easements recorded	
Decision			
	Approved		Denied
Conditions of Approval (If applicable)		Reason for Denial (If applicable)	
Signature		Signature	
Township Assessor		Township Zoning Administrator	
Date		Date	



Land Division Tax Certification

Pursuant to the Land Division Act 288 of 1967, MCL 560.109(1)(i), this certificate certifies that current and the preceding years of taxes on this date, _____ have been paid for the following parcel to be divided:

Parcel Information:

Parcel Number: _____
(If dividing multiple parcels, please fill out a separate form for each parcel)

Parcel Address: _____

City: _____ State: _____ Zip Code: _____

Legal Description (If additional space needed, please attach separate sheet):

Owner Information:

Name: _____

Street: _____

City: _____

State, Zip Code: _____

Phone #: _____

Email Address: _____

If this parcel was split from or combined from other parcels in the last 5 years and is in the City of Ann Arbor, Scio Township, or Ypsilanti Township, please attach a list of parcel numbers for the parent parcel(s).

Certifications are required in no particular order. This form will be returned to the owner unless otherwise requested.

Washtenaw County Treasurer Certification (\$5 Statutory Fee):

Sec. 135 Act 206, 1893 as Amended – (Sec. C.L. 1929) Date: _____

I hereby certify that there are no tax liens or titles held by the State of Michigan on lands described below, and that there are no tax liens or titles held by individuals on said lands for all years preceding the first day of March and that the taxes for said period are paid, pending subsequent decisions by the Board of Review, the Michigan Department of Treasury, the Michigan Tax Tribunal, or the State Tax Commission.

Washtenaw County Treasurer

Split Certificate Number: _____

City/Township/Village Treasurer Certification:

Sec. 135 Act 206, 1893 as Amended – (Sec. C.L. 1929) Date: _____

I hereby certify that, pending subsequent decisions by the Board of Review, the Michigan Department of Treasury, the Michigan Tax Tribunal, or the State Tax Commission, current year's taxes issued to date have been paid:

Summer Bill: _____ Village Bill: _____ Winter Bill: _____

Signature / Initials: _____ Name & Title: _____

Office of the Water Resources Commissioner Certification:

Sec. 135 Act 206, 1893 as Amended – (Sec. C.L. 1929) Date: _____

I hereby certify that all multi-year drain debt costs apportioned to this parcel have been paid:

Drain Project Name: _____ Date Paid: _____

Signature / Initials: _____ Name & Title: _____

Original: Retained by Customer Copy: Filed with Township or City Assessor