



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

Please call the Township at 734-426-5103 for any questions regarding the application or submittal requirements.

ADMINISTRATIVE USE ONLY

Total Fees:		Date Paid:		Application No:	
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FEES (Cash or Check Payable to 'Webster Township')

Division – First split (\$200)	Boundary Adjustment (\$200)
Additional splits (\$40 per split)	Combination (\$0)

REQUEST

How many existing parcels are involved in this proposed land division?	
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Each owner shall sign the application; Fill the Ownership Information on the following page

How many parcels are created after the proposed land division?	
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Purpose of Division	Sale	Development	Transfer
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APPLICANT

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

Name			
Company			
Mailing Address			
E-mail		Phone	

SURVEYOR

Name			
Company			
Mailing Address			
E-mail		Phone	

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

PARCEL 1

Parcel ID	C - 03 – – –	Gross Lot Area	
Owner's Name			
Mailing Address		Zoning	
Current Use		Future Use	

PARCEL 2

Parcel ID	C - 03 – – –	Gross Lot Area	
Owner's Name			
Mailing Address		Zoning	
Current Use		Future Use	

PARCEL 3

Parcel ID	C - 03 – – –	Gross Lot Area	
Name			
Mailing Address		Zoning	
Current Use		Future Use	

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/APPLICANT'S SIGNATURES

Applicant	Date
Parcel 1	Date
Parcel 2	Date
Parcel 3	Date

SUBMITTAL REQUIREMENTS

This Application must include the required attachments to be considered complete:

Click on the link to access [Webster Township Ordinances](#)

Yes	No	Item
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For LAND DIVISION AND BOUNDARY ADJUSTMENT Requests

		<p>LAND DIVISION TAX CERTIFICATION FORM 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
		<p>PROPOSED LAND DIVISION SURVEY REQUIREMENTS 1. Signed and sealed surveys (two copies) by a Registered Civil Engineer or Licensed Land Surveyor of the existing and proposed properties</p>
		<p>2. 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)</p>
		<p>3. 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</p>
		<p>4. Surveys shall be dated, including the DATES of any revisions.</p>
		<p>5. Surveys shall show the EXISTING ZONING</p>
		<p>6. Survey shall include 'GROSS LOT AREA' and 'NET LOT AREA'</p>
		<p>7. Survey shall include the MINIMUM THE FRONT, REAR AND SIDE YARD SETBACKS of each parcel.</p>
		<p>8. Survey shall include DISTANCES FROM EXISTING STRUCTURES to proposed parcel lines shall be shown</p>
		<p>9. Survey shall include the LOT FRONTAGE MEASUREMENT on the plan</p>
		<p>10. Survey shall show all existing and proposed RIGHT-OF-WAYS OR ACCESS EASEMENTS along with widths</p>
		<p>ACCESS EASEMENT. A legal description of the existing and proposed right of way/easement</p>
		<p>A list of all RESTRICTIONS & COVENANTS which currently apply to, or run with the land, whether recorded or not</p>
		<p>WEBSTER TOWNSHIP PRIVATE ROAD PERMIT, if required</p>
		<p>DRIVEWAY PERMIT(S) OR WAIVERS, whichever is applicable from the Washtenaw County Road Commission for curb cuts along public roads. Call 734-761-1500 for more information</p>

FOR LAND COBMINATION REQUESTS ONLY

		<p>An existing survey prepared by a professional of the Parcel(s) prior to the proposed Combination.</p>
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DECISION FORM (TO BE FILLED BY TOWNSHIP)

Yes	No	N/A	Township Assessor Review	
			Is this a parent parcel?	
			Any new address(es) issued?	
			Any due or unpaid taxes or special assessments upon the property are paid	
			Address Certificate Attached	
			New Legal Descriptions Attached	
			Number of divisions available	Number of proposed divisions

Yes	No	N/A	Township Zoning Administrator Review	
			1. Did the applicant provide all the required submittal materials?	
			2. Does the proposed division meet the following minimum standards?	
			a. Minimum lot area (Net Area excluding ROW or access easements)	
			b. Minimum Lot width	
			c. The lot depth shall not exceed four (4) times the lot width.	
			d. Minimum Front setback	
			e. Minimum Side Setback	
			f. Minimum Rear setback	
			g. Minimum lot frontage on a public road or an approved private road	
			h. Access to a public road or an approved private road?	
			3. Are all related access easements recorded?	
			4. Township Private Road permit is issued, if required	
			5. Does the proposed division create any non-conforming lots or uses?	
			6. Does the proposed division reduce the degree of nonconformity with regards to insufficient lot area or lot width?	
			7. If yes to Item 6, a division shall be permitted only if the property owner records an affidavit or deed restriction at the Washtenaw County Register of Deeds that describes the property and the circumstances and conditions of approval	

The Township and its officers and employees shall not be liable for approving a land division if building permits for construction on the parcels are subsequently denied because of inadequate water supply, sewage disposal facilities or otherwise, and any notice of approval shall include a statement to this effect.

FINAL DECISION

	APPROVED		DENIED
Township Assessor Signature		Zoning Administrator Signature	
Date		Date	
Comments (If any):			



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



WEBSTER TOWNSHIP

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

Letter of Authorization to Apply

SUBJECT PROPERTY			
Property Address			
Parcel ID	C - 03 -	-	-
Owner's Name			
Mailing Address			
Phone Number		E-mail	

I hereby authorize _____ to act and sign for the purposes of obtaining the following (*please check all that apply*)

- Any Required Permits
- Zoning Compliance Permit
- Land Division Approval
- Zoning Board of Appeals Variance
- Site Plan/ Special Landuse /Other similar
- Rezoning
- Other _____

I certify that I am a legal owner of the subject property for which a permit is to be issued and agree to be bound by the provisions of all applicable statutes, ordinances, rules and regulations as they may apply to the permits issued.

Signature of Applicant Date

Signature of Owner Date

Notary (**Not required for Zoning Compliance Permits**)