

Green Oak Township

10001 Silver Lake Rd.
Brighton, Michigan 48116
810-231-1333
fax: 231-5080

Dear Property Owner,

Attached is the application followed by the regulations and ordinance for Land Divisions and Boundary Changes. Please read the directions carefully and submit your completed application (pages 1 – 8) with the appropriate paper work.

If you have any questions, please do not hesitate to contact us.

Respectively,

The Green Oak Township Assessor's Office

LAND DIVISION OR BOUNDARY CHANGE APPLICATION & INSTRUCTIONS

1. Applicants
 - a. Fill out pages 1 thru 5. (Except where otherwise instructed.) **Incomplete applications will not be processed.**
 - b. Complete a Principle Residence Exemption Rescind and Principle Residence Exemption Affidavit (if eligible for the Principle Residence Exemption). **Once the land division or boundary change has been completed the Principle Residence Exemption will be automatically removed for the next tax year. THIS WILL RESULT IN AN INCREASED TAX BILL.**
2. Assessing Department completes the Fees Due Section, collects fees, and completes the Assessing Department's section.
3. Treasurer's Department completes Treasurer's section verifying taxes are paid and current. **NOTE: taxes must be paid in full.**
4. Zoning Department completes Zoning Department section.
5. Application is brought before the Land Division Committee for determination.

The following documents must be submitted with the application:

1. Proof of ownership (copy of the deed).
2. Processing fee:
 - a. Land Division
 - i. Preliminary \$50
 - ii. Final
 1. 2 parcels from 1 \$150
 2. 3 or 4 parcels from 1 \$250
 3. 5 or 6 parcels from 1 \$300
 4. 7+ parcels from 1 \$400
 - b. Boundary change: \$50
 - c. Creation of a private road according to the Township Road Ordinance \$500
3. Survey (with location of buildings) before and after the land split. **NOTE: a sealed survey by a registered surveyor is required for all final land divisions.**
4. Sight Distance Approval from Livingston County Road Commission.
5. The legal description (in Word format) **MUST** be e-mailed by the surveyor to the assessor's office at: sharon.guastella@twp.green-oak.mi.us Subject line must contain the owner's name and address of the property.

Land Owner's Information:

Name(s): _____ E:mail: _____

Mailing Address: _____

Home Phone No.: _____ Cell Phone: _____

Business Phone No.: _____ Fax No.: _____

THE FOLLOWING PAGES ARE TO BE COMPLETED BY THE TOWNSHIP

FEES DUE: (The Land Division fees were adopted by the Green Oak Township Board on May 7, 1997, as per the Land Division Act 591)

- ___ Preliminary
- ___ Creation of two (2) parcels from one (1) parcel \$150
- ___ Creation of three (3) – four (4) parcels from one (1) parcel \$250
- ___ Creation of five (5) – six (6) parcels from one (1) parcel \$300
- ___ Creation of seven (7) or more parcels from one (1) parcel \$400 each
- ___ Boundary change \$50 each
- ___ Creation of a private road according to the Township Road Ordinance \$500

Total number of resulting parcels _____

Amount due: _____ Amount Paid: _____ Date: _____ Receipt #: _____

New tax code number issued covering new descriptions: Date issued: _____

4716-____-____-____ 4716-____-____-____ 4716-____-____-____
 4716-____-____-____ 4716-____-____-____ 4716-____-____-____

ASSESSING DEPARTMENT

YES NO

___ ___ The 10 year history of this parcel permits the requested splits/combinations.
 ___ ___ These properties are splitable/combineable as requested at this time. If not, it is due to:

___ ___ Ownership records are in order & sufficient. If not to correct the record of ownership the following will have to be done: _____

___ ___ Special requirements on this division/combination request: _____

___ ___ Accurate property description of the new and remaining parcels are included with the application.
 ___ ___ The survey is adequate as submitted.
 ___ ___ Existing information is inadequate. A new survey will be needed.

Assessor: _____ Date: _____

TREASURY DEPARTMENT

YES NO

___ ___ As of _____, 20___, Township records show that all taxes billed to date on the above referenced parcel(s) have been paid to date.

___ ___ As of _____, 20___, Township records show that all taxes billed to date on the above referenced parcel(s) have **NOT** been paid to date. The following taxes are owed at this time: _____

___ ___ This parcel is in the _____ Special Assessment District.

Treasurer: _____ Date: _____

ZONING DEPARTMENT

YES NO

___ ___ A site inspection is required. Inspection date: _____

___ ___ A road must be constructed to obtain adequate road frontage.

___ ___ Building setback requirements are met.

___ ___ Driveway requirements are met.

___ ___ Height requirements are met for each parcel being created.

___ ___ Acreage requirements are met for each parcel being created.

___ ___ Lot width requirements are met for each parcel being created.

___ ___ Any existing non-conformities on these properties will not be increased by the division of these properties.

___ ___ This split/combination request is hereby disapproved for the following reasons: _____

___ ___ Additional requirements: _____

YES NO This land division/boundary change
___ ___ Will be creating a non-conforming situation.
___ ___ Will not increase a non-conforming situation.
___ ___ Zoning District of _____ has been verified.

CONTINUED ON THE NEXT PAGE

ALL PARCELS: Building envelope for each resulting parcel: Does it:

YES NO

- Have building setback lines illustrated?
- Not infringe on any lake, stream, drain, regulated wetland, wetland setback nor easement?
- Demonstrate compatibility with existing development in the vicinity?
- Have sufficient size to meet the minimum dimensional requirements of the Zoning District?
- Adequate provisions/easements have been made for current/future public utilities and franchised utilities?

ACCESS:

YES NO

- Adequate access exists to the parcels being a permanent easement. Access is:
 - Public Road: _____, which meets the standards of the Livingston County Road Commission
 - Private Road: _____, which has been designed to the Green Oak Township Private Road Ordinance.
- Driveway access meets Zoning Ordinance requirements for private driveways.

Zoning Administrator: _____ Date: _____

DETERMINATION:

Preliminary Application: Approved Denied Date: _____

Reason for denial: _____

Township Supervisor **Building Superintendent** **Assessor**

Final Application: Approved Denied Date: _____

Reason for denial: _____

Township Supervisor **Building Superintendent** **Assessor**