



# GREEN OAK CHARTER TOWNSHIP

## Assessing Department

10001 Silver Lake Road, Brighton, MI 48116  
Phone: 810-231-1333 Ext 144 Fax: 810-231-5080

# LAND DIVISION APPLICATION

Approval of a land division or parcel line boundary change (land transfer) is required before the newly described parcel, or portion thereof, is transferred to another party. Applicants must answer all questions and include all required documents and fees, or this application will be returned as incomplete. Please send completed applications and required documents to:

Green Oak Charter Township  
Assessing Department  
10001 Silver Lake Road  
Brighton, Michigan 48116

[Robert.Brandmier@GreenOakTwp.com](mailto:Robert.Brandmier@GreenOakTwp.com)

Approval requires compliance with the Land Division Act (Public Act 591 of 1996 of the State of Michigan) and compliance with the Green Oak Charter Township Code of Ordinances (Chapter 18).

### ADMINISTRATIVE FEES

<u>Type of Service</u>	<u>Fee</u>
Boundary Change	\$150
Land Division	
Preliminary Review	\$50
Final Review	\$100 + \$25/Child
New Plats/Master Deeds	\$100 + \$25/Child

Preliminary Review is an informal review of a proposed land division. Only a scaled drawing of the proposed land division with building location is required for the review.

Final Review will require a survey and all other requirements listed in Section 4.

The Green Oak Charter Township Code of Ordinances are available on the township's website.

**SECTION 1: APPLICANT AND OWNER INFORMATION**

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

Mailing Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

If applicant is not the owner, applicant must provide authorization form, signed by the owner, to act on owner's behalf.

**Property Owner Information If Different From Above**

Owner Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**SECTION 2: PARCEL OR TRACT INFORMATION**

Please enter the parcel numbers and property addresses of all involved parcels.

4716-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

4716-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

4716-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

4716-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

4716-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

4716-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

4716-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

4716-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Attach additional sheets if more than 4 parcels are involved.

**Important:** Attach a list of the parent parcel owners if different than the Owner Name noted above.

### SECTION 3: PROPOSAL

Please check one of the following that best describes your proposal.

Parcel line boundary change.

Division of land.

Other (please describe). \_\_\_\_\_  
\_\_\_\_\_

Please answer all of the following:

A. Total number of resulting parcels including those to be retained by owner: \_\_\_\_\_

B. Total number of resulting vacant parcels to be used for development sites: \_\_\_\_\_

C. Total number of resulting vacant parcels to be used for passive purposes (i.e., non-buildable): \_\_\_\_\_

D. Will any of the resulting parcels require the use of or be affected by a proposed or existing easement?  
Yes  No  If yes, easements must be clearly drawn on survey.

E. Will any of the proposed parcels be affected by existing or proposed deed restrictions that may render a proposed parcel "not buildable. Yes  No

### SECTION 4: REQUIRED ATTACHMENTS

1. A sketch or survey, drawn to scale, for each existing parcel which must include the following:

- \_\_\_\_\_ All lot line dimensions of each existing parcel.
- \_\_\_\_\_ Legal description of each existing parcel.

2. A sketch or survey, drawn to scale, for each resulting parcel which must include the following:

- \_\_\_\_\_ Survey and legal description submitted in hard copy and electric format.
- \_\_\_\_\_ All lot line dimensions of each resulting parcel.
- \_\_\_\_\_ Legal description of each resulting parcel in Word Format.
- \_\_\_\_\_ Location and legal description of existing and/or proposed easements and rights of way.
- \_\_\_\_\_ Location of easements for public utilities.
- \_\_\_\_\_ All existing improvements (buildings, pools, fences, etc.,) drawn to scale and all distances from the improvements to proposed parcel boundaries.
- \_\_\_\_\_ The location of well and septic systems.

3. If applicable, a copy of all existing or proposed deed restrictions which would render a proposed parcel "not buildable." Note: The Township may require that the applicant provide a title search from a title insurance company if it is reasonably necessary to show that previous land divisions or transfers do not preclude the proposed transfer(s) or that there are no deed restrictions which would render a proposed parcel "not buildable."

4. For land divisions only, Michigan Department of Treasury Form L-4260A (Notice to Assessor of Transfer of the Right to Make a Division of Land) clearly identifying the number of division rights being transferred to each resulting parcel.

5. Provide documentation all property taxes levied are paid pursuant to Township ordinance.
6. Proof of ownership if the current owner is different than the owner of record as listed by the Green Oak Charter.
7. If any parcel is encumbered by a mortgage lien, the mortgagor is required to acknowledge, in writing, the land division or boundary change of the parcels.
8. Sight Distance Approval form Livingston County Road Commission
9. A check payable to Green Oak Charter Township for application fees.

**SECTION 5: AFFIDAVIT AND PERMISSIONS**

Please read the following statement carefully before signing.

- I agree the statements made on this document are true, and if found not to be true, this application and any approvals will be void.
- I agree to give permission for officials of the municipality to enter onto property involved in this application for purposes of inspection, to verify that the information on the application is correct, at a time mutually agreed upon with the applicant.
- Further, I understand that any approval hereunder only constitutes approval of requested legal descriptions and does not provide, constitute, infer, or imply buildability or compliance with any applicable statute, law, building code, deed restriction, or property right.
- Further, I agree to comply with the conditions and regulations provided with this parent parcel or parent tract division.
- Further, I understand that the Land Division/Transfer application may take up to 45 days to be processed. Further, I understand that property tax bills may be issued using the parent parcel(s). I agree to have the tax bills and other Green Oak Charter Township liens charged/billed during this period paid by the appropriate party.
- Finally, even if this division is approved, I understand local zoning ordinances and State Acts change from time to time, and if changed, the divisions made here must comply with the new requirements (i.e., apply for division approval again) per the Green Oak Charter Township Code of Ordinances.

**SECTION 6: CERTIFICATION**

The owner of the property must sign below. Agents may not sign on the behalf of the owner unless proof of power of attorney is provided. If multiple parcels are involved under separate ownership, the owners of all involved parcels must sign below.

---

Signature of Property Owner(s)

---

Printed Name of Property Owner(s)

---

Date Signed \_\_\_\_\_

**TOWNSHIP DETERMINATION:**

**Preliminary Application:**     Approved     Denied    Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Township Supervisor

\_\_\_\_\_  
Zoning Administrator

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

---

---

**Final Application:**    \_\_\_\_ Approved    \_\_\_\_ Denied    Date: \_\_\_\_\_

Survey Company: \_\_\_\_\_ Job No. \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Township Supervisor

\_\_\_\_\_  
Zoning Administrator

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