



Charter Township of Orion

Assessing Department

2525 Joslyn Road, Lake Orion, MI 48360 * (248) 391-0304 x5000

Application Packet Lot Split-Combination-Boundary Adjustment

Procedures

The following information is intended to provide guidelines for obtaining a split, combination or boundary adjustment for property located in Orion Township. Extenuating circumstances may require additional information for processing your request(s).

The following information is **REQUIRED** when submitting your application:

1. **Completed drawings of existing and proposed parcels on the enclosed forms. *If another type of form is used, please submit three (3) copies of the drawings.***
 - A. The **existing** drawing must show the property as it currently exists. The location of all structures, driveways, fences, roads, easements, etc., must be shown and drawn to scale.
 - B. The **proposed** drawing must show all of the above with the proposed division lines as well as setback dimensions from all structures, driveways, fences, roads, easements. etc.
2. **Provide a copy of a recorded Warranty Deed or Land Contract. *If ownership interest was obtained after March 31, 1997, the conveyance must specify land division rights for all parcels of unplatted land.***
 - A. If you are purchasing the property on a land contract, the seller must also sign the application and submit a copy of their **recorded** Warranty Deed.
 - B. If you sold the property on a land contract, the buyer must also sign the application and submit a copy of their **recorded** Land Contract.
 - C. You must provide copies of **Driver Licenses/State IDs** to verify signatures of ALL property owners.
3. **Fee Schedule for Land Division/Combinations (non-refundable):**

Combining residential lots of record	\$ 150
All other combinations	\$ 200
1 parcel split into 2, 3 or 4 new parcels	\$ 300
1 parcel split into more than 4 new parcels	\$ 75 per new parcel

Boundary Adjustment Without Creating a New Parcel

Single Family Residential	\$ 150
All other uses	\$ 250

Private Road Construction Plan Review

Engineering Escrow	\$1,000
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The Assessing Department shall refer the application to various Township departments and consultants for review and recommendation.

If certain conditions remain outstanding, **tentative** approval may be granted. **Final** approval is granted when all conditions have been met such as payment of taxes (regardless of due date) and receipt of a survey with building location and legal descriptions for each parcel created. There may be additional requirements depending on the request.

Land Division & Private Roads Ordinance 60

Acknowledgement

Pursuant to Section 4, B, 1, D of Ordinance 60, I/We acknowledge the following:

This plan is for the purpose of gaining a preliminary determination and shall not constitute the submittal of a final plan for approval. As such, the Township Official is not required to grant final approval on this proposal within forty-five (45) days of submittal.

I/We acknowledge that the Township will give **tentative** approval or disapproval of this preliminary within forty (45) days of submission.

Applicant Signature(s):

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

On this _____ day of _____, the above applicant(s) acknowledged that they have submitted a preliminary plan for land division/combination and waive the forty-five (45) day final approval requirement contained in Section 109 (1) of Public Act 288 of 1967, as amended.

Witness
Signature: _____

Print Name: _____

Notice

This notice is provided pursuant to Section 109(6) of Act 288 of Public Acts of 1967, as amended, advising every land division applicant that "approval of a division is not a determination that the resulting parcels comply with other (local, state or federal) ordinances and regulations."

You are advised that you should consult with the appropriate Township personnel, an attorney, urban planner, engineer, surveyor or other professionals to ascertain compliance with applicable ordinance requirements. Approval of a division of land is not a determination by the Township that any of the representations made in your application are accurate.

A building permit may not be issued for any parcel of less than one (1) acre in size until and unless the parcel has all of the following: (a) public water or city, county or district health department approval for the suitability of an on-site water supply under the same standards as set forth for lots under Section 105(g) of the Act; and (b) public site sewage disposal under the district health department standards for lots as set forth under Section 105(g) of the Act.

This lot division approval is not a determination that adequate facilities are available for public water and/or sewer, nor a determination that any parcel which results for that division will satisfy any applicable standards for on-site water supply and/or on-site sewage disposal. The permit is not issued for any parcel due to the inability of a parcel to be serviced by public water or sewer, or due to the inability of a parcel to obtain approval for on-site water or sewage disposal.

This Notice will become a permanent part of the land division application and will remain on file at the Charter Township of Orion. Your signature below acknowledges that the Charter Township of Orion has provided you with the above information. Without this acknowledgement, your application for land division will not be considered complete and final land division cannot be granted.

Applicant Signature(s):

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Parcel Identification Number(s):

Date: _____

Parcel Number	Parcel Address	Current Zoning

Property Owner(s):

Name _____
 Company _____
 Mailing Address _____

 City, State, Zip _____
 Phone _____
 Fax _____
 Email _____

Name _____
 Company _____
 Mailing Address _____

 City, State, Zip _____
 Phone _____
 Fax _____
 Email _____

Name _____
 Company _____
 Mailing Address _____

 City, State, Zip _____
 Phone _____
 Fax _____
 Email _____

Name _____
 Company _____
 Mailing Address _____

 City, State, Zip _____
 Phone _____
 Fax _____
 Email _____

Reason for Division/Combination:

I/We hereby state that I/We hold title or contract to the above referenced property(ies). I/We further understand the application fee is non-refundable.

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Township Department Reviews

TREASURER'S OFFICE

Taxes Paid?	Yes	No	Initials	Date	Application Paid
Summer					<i>STAMP HERE</i>
Winter					
Summer					
Winter					
Special Assessments					
Any Outstanding Fees					

ASSESSING DEPARTMENT

	Yes	No	Initials	Date
Evidence of Ownership				
Previous Division of less than 10 acres				
Property eligible to be split				
Vacant or Improved				
Number of Parcels Proposed				
Platted Lot – Eligible to be Split (4)				
Have split rights been conveyed for unplatted property transferred after March 31, 1997?				
COMMENTS				

ZONING/PLANNING ADMINISTRATOR

Date:
COMMENTS

Township Department Reviews continued...

BUILDING DEPARTMENT

	Yes	No	Initials	Date
Proposed road frontage adequate				
Conformance to Zoning Ord. 78				
Master Plan designation				
Wetlands Ord. 107				
Private Road Ord. 60				
Will existing structures be conforming?				
Do proposed parcels comply to maximum length-to-width ratio of 4 to 1?				
COMMENTS				

PUBLIC WORKS DEPARTMENT

	Yes	No	Initials	Date
Sewer available				
Will additional leads be required				
Is Township water available				
COMMENTS				

FIRE DEPARTMENT

<input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Denial Date: _____		
COMMENTS		

TENTATIVE ACTION

Date Approved: _____

Date Denied: _____

COMMENTS

Signature: _____

Print Name: _____

Title: _____

FINAL ACTION

Date Approved: _____

Date Denied: _____

COMMENTS

Signature: _____

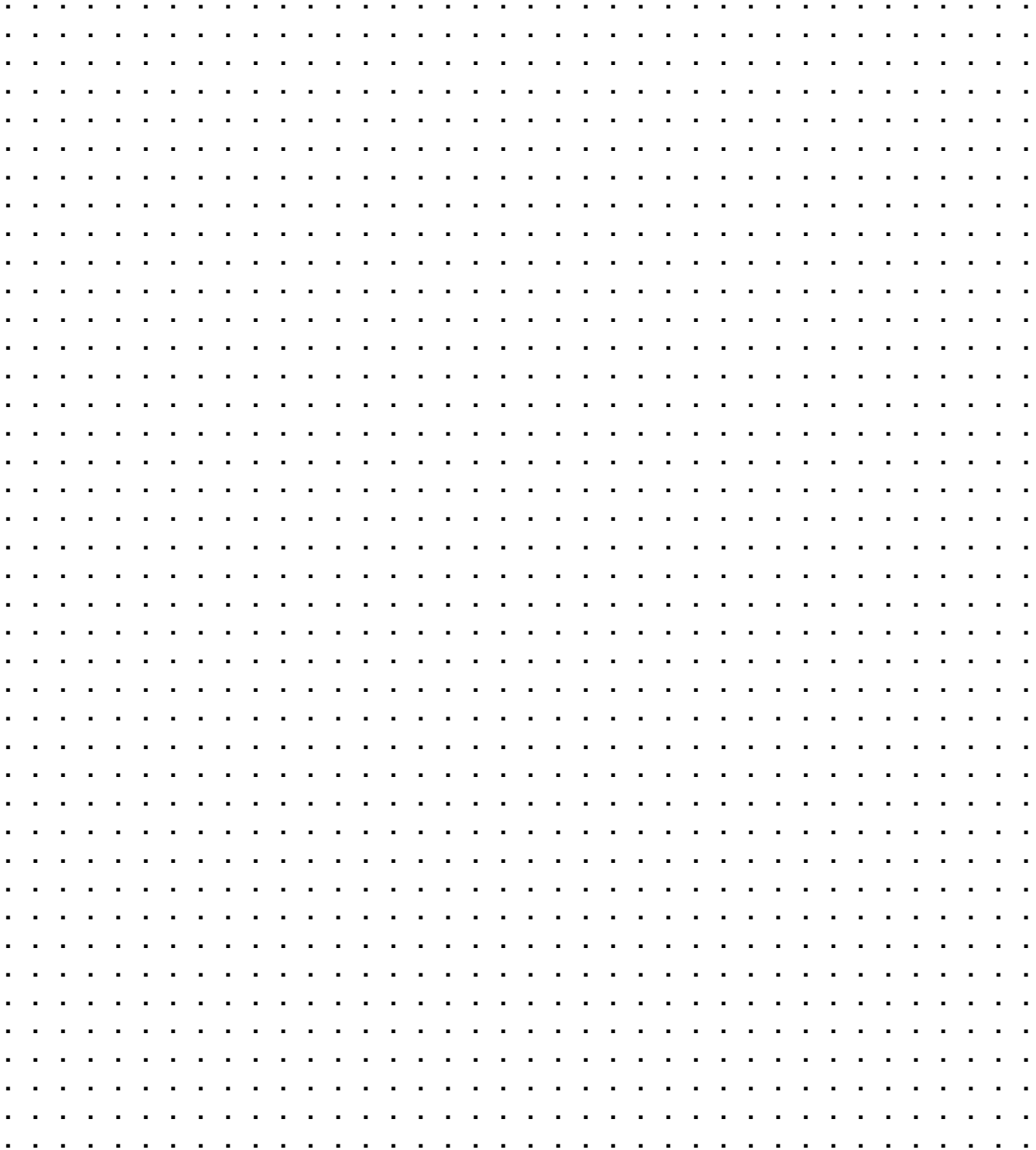
Print Name: _____

Title: _____

NOT VALID SIX (6) MONTHS AFTER TENTATIVE APPROVAL

Existing Parcel

- A. Draw to scale the property as it is now, including locations of all existing buildings, structures, fences, driveways, roads, easements, etc.
- B. Indicate location with North arrow
- C. Indicate scale: _____



Proposed Parcel

- A. Draw to scale the property as it is proposed to be split, including locations of all existing buildings, structures, fences, driveways, roads, easements, etc., and the distance from the proposed lines to existing buildings, easements, etc.
- B. Indicate location with North arrow
- C. Indicate scale: _____

