

Property Split / Combination Application

CHARTER TOWNSHIP OF CANTON
DEPARTMENT OF MUNICIPAL SERVICES
PLANNING SERVICES DIVISION
1150 Canton Center Road, Canton, MI 48188 • 734/394-5170

Instructions: This completed application, when filed with the necessary supporting materials outlined below, will serve to initiate processing of a property split/combination in accordance with the provisions of the Zoning and Subdivision Control Ordinances. Be sure to complete each applicable section and to provide all requested materials. Incomplete applications will delay the review process.

DATE: _____

PURPOSE OF APPLICATION: (check one) PROPERTY SPLIT COMBINATION BOTH

PROPERTY IDENTIFICATION NUMBER(S): (of all properties effected)

ZONING CLASSIFICATION: _____ NET ACREAGE: _____

CURRENT LEGAL PROPERTY OWNER(S):

NAME: _____ NAME: _____

STREET: _____ STREET: _____

CITY: _____ CITY: _____

STATE/ZIP _____ STATE/ZIP _____

PHONE: _____ PHONE: _____

NEW PROPERTY OWNER(S):

NAME: _____ NAME: _____

STREET: _____ STREET: _____

CITY: _____ CITY: _____

STATE/ZIP: _____ STATE/ZIP: _____

PHONE: _____ PHONE: _____

PROJECT REPRESENTATIVE:

NAME: _____

STREET: _____

CITY: _____

STATE/ZIP: _____

EMAIL: _____

PHONE: _____

FAX: _____



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DESCRIBE WHAT YOU WISH TO ACCOMPLISH IN AS MUCH DETAIL AS POSSIBLE ON THE LINES BELOW:

The legal owner(s) and project representative indicated above must sign this application. All correspondence and notices regarding the application will be transmitted to the project representative. by signing this application, the project representative is indicating that all information contained in this application, all accompanying plans and all attachments are complete and accurate to the best of his or her knowledge. This application is not valid unless it is accompanied by a processing and review fee in accordance with the fee schedule as adopted by the Board of Trustees and the completed information as described in the Subdivision Control Ordinance.

SIGNATURE(S) OF LEGAL OWNER(S):

SIGNATURE OF PROJECT REPRESENTATIVE:

For Township Use

File Number: _____ Date Received: _____

Fee Paid: _____ Receipt Number: _____

Ownership verified by computer - matches current owner(s) _____

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Information Required:

A Property Split / Combination Plan must be completed and submitted to Canton Township's Planning Services Division. Such plans shall be drawn to a scale of not less than 1 inch = 100 feet. The following descriptive and identification information shall be included on all property Split/Combination Plans:

1. Scale
2. Northpoint
3. Dates of submission and revisions
4. Legal and common description of the existing and proposed properties. If recorded and measured are different - show both.
5. The dimensions and bearings of all lots are property lines, showing the relationship of the site to abutting properties. If the site is a part of a larger parcel, the plan must indicate the boundaries of total land holding.
6. Identification and seal of architect, engineer or land surveyor who prepared the plan.
7. Zoning classification of the property(s).
8. Existing lot lines, building lines, structures, parking areas and other improvements (including wells, septic systems, water and sewer lines) on site and within 100 feet of the site.
9. Location and dimension for a private road easement, if each lot created does not front completely on a public dedicated roadway.
10. Dimensions and centerlines of existing and proposed roads and road rights-of-way.
11. Location and description of all easements for public rights-of-way, utilities, access, shared access, and drainage.

THE TOWNSHIP ENGINEER MAY REQUEST THE FOLLOWING ADDITIONAL INFORMATION:

12. Topography on the site and within 100 feet of the site at two foot contour intervals, referenced to a U.S.G.S. benchmark.

The property split/combination plan shall be accompanied by the following documents:

- Three copies of the deed showing ownership of the property(s) and;
- Three copies of a survey of the existing site, showing location of building(s) and legal descriptions.
- Three copies of a survey of the properties proposed to be created, showing location of building(s) and legal descriptions.

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Property Split/Combination Worksheet

Answer the following question in regard to the attached property split/combination application:

1. Will the proposed split/combination result in the creation of more than five separate properties (including any remaining area in the original parcel)?
2. Will each of the properties created meet or exceed the minimum lot width required in the zoning district?
3. Will each of the properties created meet or exceed the minimum lot area required in the zoning district? (Lot area shall be calculated on the NET acreage, less any existing or proposed road rights-of-way or roadway easement)
4. Does each resulting parcel completely front on a public road or on a proposed private road? (Private roads require site plan approval and construction of the private road BEFORE ANY LOT SPLITS WILL BE APPROVED)
5. Are any of the resulting parcels greater than 10 acres in size?
6. To your knowledge, has the property been split during the last 10 years? If so, please include a reference to that information in your application materials to speed processing of your application.

IF YOU ANSWERED "YES" TO ITEM 1, THE PROPERTY MUST BE SUBDIVIDED AS OUTLINED IN THE SUBDIVISION CONTROL ORDINANCE. THE PROPERTY SPLIT WILL BE DENIED.

IF YOU ANSWERED "NO" TO ANY OR ALL OF ITEMS 2, 3, OR 4, THE PROPOSED SPLIT/ COMBINATION DOES NOT MEET THE REQUIREMENTS OF THE ZONING ORDINANCE OR SUBDIVISION CONTROL ORDINANCE, AND WILL BE DENIED.

PLEASE NOTE: This Property Split / Combination Worksheet is provided as a tool for the applicant and reviewer to aid in the processing of the application. Answers given to any of the above question do not guarantee or imply approval of the application.

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PROPERTY SPLIT/COMBINATION REVIEW PROCESS

1. Applicant contacts Planning Services for appointment to discuss feasibility of the proposed split/combination.
2. Applicant prepares application materials based on discussions with staff plus reference to applicable provisions of Zoning Ordinance. Subdivision Control Ordinance and other relevant ordinances and standards.
3. Applicant submits completed application, fee and three copies of surveys, deeds, and lot split/combination plan to Planning Services for review by the Community Planner and Township Engineer at the Development Review Committee meetings. Review sessions are scheduled for each Thursday at which time the Township Engineer will return the application to Planning Services with review comments. Plans for review by DRC must be received in our office no later than 12:00 p.m. on the Thursday prior to DRC.
4. If it is determined by the Community Planner and the Township Engineer that the application, as originally received, is complete and in compliance with the standards and requirements of the Zoning and Subdivision Control Ordinances, they shall indicate their recommendation for approval by signing the Property Split/Combination Review Form. The application process will continue as outlined in items 8 through 11.
5. A review letter is mailed to the applicant within two weeks of review if corrections or additional information is required. The review letter will indicate necessary and advisable plan revisions OR it will indicate that the application has been recommended for denial and the basis of that recommendation.
6. If the application is not denied, the applicant then prepares and submits three sets of revised plans.
7. If the revised application is in compliance with the required revisions, the Community Planner and Township Engineer shall determine whether the property split/combination is in compliance with the standards and requirements of the Zoning Ordinance and Subdivision Control Ordinance. If such compliance is determined, the Community Planner and Township Engineer shall indicate their approvals by signing the Property Split/Combination Review Form.
8. After signing the Review Form, the Community Planner will forward one copy of the application materials to the Township Treasurer for review and approval. The Treasurer will indicate his or her approval by signing the Property Split/Combination Review Form. The treasurer will then return the Review Form and application materials to the Community Planner.
9. The Community Planner forwards the application materials and Review Form to the Township Supervisor for review and approval. After reviewing the application materials, the Township Supervisor signs the Review Form indicating his/her approval/denial of the request. The materials and Review Form are then forwarded to the Community Planner.
10. Upon receipt of the approved application materials, the Community Planner shall prepare a letter to be signed by the Township Supervisor authorizing the property split/combination(s). The letter shall be sent to the Wayne County Department of Management and Budget for review and assignment of new Property Identification Numbers.
11. The Community Planner, upon receiving notification of the new Property Identification Numbers from Wayne County, will send written notification of the new I.D. numbers to the project representative and other appropriate Township and County Offices.