

THE TOWNSHIP OF NORVELL

106 East Commercial, P.O. Box 188

Norvell, Michigan 49263

(517) 536-4370

FAX (517) 536-0110

Attached to this informational memo are two documents.

The first document is a Pre-application form for Boundary Line Adjustments and Land Divisions.

This form needs to be completed first and submitted to Norvell Township.

Upon approval of this pre-application form by the township's zoning administrator, you will then be able to complete the second document, which is the actual application for a Boundary Line Adjustment, Land Division, or Land Combination.

With the application form, a fee is required, as stated on the application, along with any and all necessary information listed.

If you have any questions, please contact the Norvell Township Offices at 517-536-4370.

Norvell Township

NORVELL TOWNSHIP
ZONING COMPLIANCE
PRE-APPLICATION FOR
BOUNDARY LINE ADJUSTMENT, LAND DIVISIONS

CHECK BOX OR BOXES THAT APPLY:

BOUNDARY LINE ADJUSTMENT (BLA)

LAND DIVISIONS (LD)

PARCEL# _____

PARCEL # _____

PARCEL# _____

PARCEL# _____

PARCEL# _____

PARCEL# _____

DATE _____

One (1) tentative parcel map of the original parent parcel AND one (1) tentative parcel map of each newly created parcel(s) showing the location and setback distances from all lot lines of each building and structure, including wells, septic systems, public utility easements, drains, wetlands, roads, etc.

BLA, LD For all land divisions less than ten (10) acres, the maximum depth to width ratio shall be not be greater than 4:1.

BLA, LD Each resulting parcel shall meet the minimum lot width, lot area and setback requirements of Section 5.1, and the lot building relationship of Section 5.7 of the Norvell Township Zoning Ordinance.

- Lot Width: The width of the lot measured at the required front yard setback line and extending to a depth at least equal to the minimum width requirement of the zoning district in which the lot is located.
- Lot Area: The area within the lot lines but excluding that portion in a road or street right-of-way, and/or lakes and streams.
- Lot Building Relationship: Except in the case of an approved multiple-family development (district), there shall be no more than one (1) principal structure located on each recorded parcel or lot.

BLA, LD Each resulting parcel shall meet the requirements of Section 8.11, access to public streets, and the Funneling Section 8.19.5 of the Norvell Township Zoning Ordinance.

- Access to Public Streets: In any district, every use, building, or structure shall be on a lot or parcel which adjoins a public street. (Public Street: A public right-of-way which is certified and maintained by the Jackson County Road Commission.) Further, said frontage shall meet the land use requirements of Section 5.1 of the Norvell Township Zoning Ordinance.
- Funneling: The use of an inland waterfront property, parcel, or lot contiguous to a body of water for access to such body of water.

Applicant's Printed Name

Approved Date _____

Comments _____

Address

Not approved Date _____

Comments _____

Signature

Zoning Administrator Signature

NORVELL TOWNSHIP

BOUNDARY LINE ADJUSTMENTS, COMBINATIONS, LAND DIVISIONS APPLICATION

Date _____

Application # _____
OFFICE USE ONLY

Purpose of request: _____

PARCEL(S) INVOLVED IN BOUNDARY LINE ADJUSTMENTS, COMBINATIONS, OR DIVISIONS

Parcel ID# _____

Parcel ID# _____

Parcel ID# _____

Parcel ID# _____

Parcel ID# _____

Parcel ID# _____

CHECK BOX OR BOXES THAT APPLY:

- BOUNDARY LINE ADJUSTMENT (BLA)
- LAND COMBINATION (CO)
- LAND DIVISIONS (LD)

Application Fee: One hundred dollars (\$100.00) and Fifty dollars (\$50) for each additional Land Division

APPLICANT SHALL CHECK OFF EACH ITEM THAT PERTAINS TO THEIR REQUEST:

- BLA, CO, LD Proof of ownership (Warranty Deed or Evidence of Fee Simple) is required. If the property is part of an Estate/Probate/Will, you must show proof of the right to alter, etc. i.e., adjust, combine, or split.
- BLA, CO, LD A tax certificate showing payment of taxes for ALL parcels of property must be obtained at the Jackson County Treasurer's Office.
- BLA, CO, LD I/We also agree the current year taxes will be paid in full on all the parcels, by December 31 of The current year
- BLA, LD A copy of the new/revised deed must be received by December 31 of the current year.
- LD All required documents must be submitted a minimum of seven (7) days prior to the monthly Township Board meeting.

BLA, LD A legal survey showing all existing buildings, structures, well, septic/sewer shall be required for each land division and one for the remainder (the original parent parcel) before the split can be finalized. The following exceptions shall apply: That any division of property result in 40 acres or more, shall not require a survey provided it complies with the Michigan Land Division Act being MCL560.108 and 560.109. The owner shall be required to provide the Township with a legal description for all property of 40 acres or more.

BLA, CO, LD Name and address of the person(s) who will be responsible for payment of the real estate taxes For the newly created parcel(s) for the current and next calendar year. If no name is listed, the Property tax notice will be sent to the last known property owner of record.

Name: _____ Phone #: _____

Name: _____ Phone #: _____

LD I/We do hereby swear that the above information is true and correct to the best of my/our knowledge. If any of the above information is found not to be true, this application and any approval will be void. I/We agree to comply with the Land Division Act of 1967, P.A. 288, as amended, and the conditions and regulations provided with this parent parcel division. I/We understand and agree that 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 or sewage disposal facilities or denial of an entrance driveway permit. If this division is approved, I/We understand zoning, local ordinances and State Acts change from time to time and, and if changed, the divisions made here must comply with the new requirements (apply for division approval again) unless deeds, land contracts, leases, or surveys representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

BLA, CO, LD I/We also agree the current year taxes will be paid in full on all the parcels, by December 31 of the current year.

BLA, CO, LD If applicable, a copy of legal proof showing the manager(s) or trustee(s) of each LLC or Trust is required.

APPLICATION #

*****ALL PARTIES CLAIMING AN INTEREST IN THE PROPERTY (IES) TO ADJUST A
BOUNDARY LINE, COMBINE OR DIVIDE SHALL SIGN THIS APPLICATION*****

Printed Name: _____ Signature: _____

Address: _____

Email address: _____ Phone # _____

Printed Name: _____ Signature: _____

Address: _____

Email address: _____ Phone # _____

Printed Name: _____ Signature: _____

Address: _____

Email address: _____ Phone # _____

Printed Name: _____ Signature: _____

Address: _____

Email address: _____ Phone # _____

Printed Name: _____ Signature: _____

Address: _____

Email address: _____ Phone # _____

Printed Name: _____ Signature: _____

Address: _____

Email address: _____ Phone # _____

NORVELL TOWNSHIP

BOUNDARY LINE ADJUSTMENT, COMBINATIONS, LAND DIVISIONS CHECKLIST

APPLICATION #

	Date	Initials
Review by Zoning Administrator <input type="checkbox"/> Yes <input type="checkbox"/> No		
Payment Received		
Review by Assessor		
Deed received by Assessor		
Legal Survey Received		
Review by Treasurer Do we have tax payment certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Review by Township Supervisor		
Meeting held		
Land Division Committee approval		
Board Approval, *for LD only*		
Letter sent to Applicant		

REQUIREMENTS FOR FINAL APPROVAL OF TOWNSHIP:

- For the land division to be considered in the next tax year, the final legal survey must be submitted and approved by the Township Assessor before tax day (December 31) of this year. (The last day the Township will accept this legal survey for review, is the 2nd Wednesday in December.)

- The term "exception" is prohibited when used to describe a new property description from the parent parcel or vice versa.

- One (1) copy of a legal survey (prepared by a registered land surveyor) showing all existing building and structures shall be required for each land division and one for the remainder (the original parent parcel) before the split can be finalized.

- Did the parent parcel or parent tract have any unallocated divisions under the land division act, 1967 P.A. 288, MCL 560.101 to 560.293? If so, how many? _____
Date _____

- Were any allocated divisions transferred to the newly created parcel? If so, how many? _____
Date _____