

**LOT/SPLIT COMBINATION APPLICATION  
CHARTER TOWNSHIP OF VAN BUREN**

Assessing Department  
46425 Tyler Road  
Van Buren Township, MI 48111  
(734)699-8946  
www.vanburen-mi.org

You **MUST** answer all questions and include all attachments,  
or this application will be returned to you.

Approval of a division of land is required before it is sold,  
when the new parcel is less than 40 acres and not just a property line adjustment (§102(e&f)).

This form is designed to comply with applicable local zoning, the Van Buren Township  
Lot Split Ordinance and Sec. 108 and 109 of the Michigan Land Division Act  
formerly the Subdivision Control Act PA 288 of 1967, as amended.

Approval of a land division or land combination is not a determination as to the suitability to  
build on the parcel. The Township's approval is limited to minimal dimensional requirements as  
regulated by the Van Buren General Ordinance and the Van Buren Zoning Ordinance and the  
state land division act. Other regulating jurisdictions should be consulted to confirm the parcel's  
suitability for construction; these regulating jurisdictions include but are not necessarily limited to:

- Michigan Department of Environmental Quality (MDEQ),
- Wayne County Department of Public Services – Permits & Engineering,
- Federal Aviation Authority (FAA),
- Wayne County Department of Public Health,
- Van Buren Township Department of Public Services – Water & Sewer.

The property owner will be responsible for the costs of any and/or all utility improvements and  
any approval of a split or combination does not change requirements of the zoning of the  
parcel(s). Any approval in no way implies or guarantees permits and/or approvals from federal,  
state, county or local agencies; this shall include but not be limited to roadway access point(s),  
natural feature requirements, utility requirements or any other valid requirement(s) from  
regulatory agencies. Any approval shall be valid for six (6) months.

<b>Property Owner Information</b>	
Full Name	
Address	
Spouse and/or Joint Owner	
City, State, Zip Code	
Phone Number	
Alternate Phone	
Agent	
Address	
City, State, Zip Code	
Phone Number	
Alternate Phone Number	



Application Review Attachments:

1. Proof of ownership (land contract owner must provide notarized statement from Land Contract holder and their proof of ownership and/or title holder must provide acknowledgement of split/combination if the title holder so requires. It is incumbent upon the applicant to determine this requirement.)  
Quit Claim Deeds are not acceptable unless accompanied appropriate supporting documentation.
2. Complete drawing to scale, or reasonable proportions, of parcel to be split and/or combined indicating boundary lines, dimensions and area of the parent parcel and the resulting parcel(s) of the split or combination.
3. All existing structures and physical features (buildings, well, septic, water/sewer lines, easements, etc.) of the parcels involved must be included. Include dimensions of all structures and their relationship to property lines.
4. Proof of Payment of the Application Fee.

**ACKNOWLEDGMENT-** and permission for local, county and/or state officials to enter the property for inspections:

The undersigned asserts that the above statements are true and if found not to be true this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided with this parent parcel division and/or combination. I acknowledge that any approval of the within application is not a determination that the resulting parcels comply with other applicable ordinances, rules or regulations which may control the use or development of the parcels. It is also understood that ordinances, laws and regulations are subject to change and that any approved parcel division and/or combination is subject to such changes that may occur before the recording of the division or the development of the parcels.

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse/Joint Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only – Reviewer’s Action (Preliminary approval or denial):**

*The proposed changes conform with Zoning and all other applicable regulations for Van Buren Township:*

\_\_\_\_\_ (Building/Planning Official)

*The proposed changes conform with the Water/Sewer Department’s regulations and applicable ordinances:*

\_\_\_\_\_ (Water/Sewer Department Official)

- a. *Property Taxes and any Special Assessments, for the current and previous years, have been paid in full:*
- b. *Each resulting child parcel will have access by road, alley or easement & complies with the Michigan Land Division Act:*
- c. *Legal Ownership of the child parcels has been verified*

\_\_\_\_\_ (Assessing Department Administrator)

Comments and Additional Notes:

**VAN BUREN CHARTER TOWNSHIP  
LOT SPLIT/COMBINATION**

**FINAL SUBMISSION:**

1. Survey by registered land surveyor drawn to a scale in the range of 1" = 30' and 1" = 200' and must contain the following information:
  - a. Names and addresses of the owner, sub-divider or partition engineer.
  - b. Date, north arrow and scale, written and graphic.
  - c. Boundary lines and acreage of the tract to be divided or partitioned or combined.
  - d. All existing structures and other physical features which would influence the layout and design of the lot division or partition (buildings, wells, septic, water/sewer lines, driveways, fences, etc).
  - e. Location, width and purpose of easement(s).
  - f. Lot lines, lot numbers and legal descriptions.
  - g. Location of building in relationship to lot lines, existing and proposed.
  - h. Legal description for each new parcel.
  - i. Legal description for original (parent) parcel.
  - j. Any features acknowledged under Development Site Section of the Application.
2. Copy of any applicable permits or approvals from local, state or county as may be required (well, septic, driveway, private road owner's approval, Township approvals as it relates to Belleville Lake).
3. Copy of any reserved division rights (sec.109 (2) of the act) in the parent parcel (form included).
4. Pay-off any outstanding special assessments.
5. Proof of payment of taxes. All taxes must be up to date for Wayne County to complete the split and/or combination.
6. Provide necessary variances, if applicable.
7. Submit Application Review Fee and Processing Fee.
8. Name and addresses where tax bills are to be sent for each parcel. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. **SPECIAL NOTE:** All requests for lot splits and/or combinations must be submitted to Van Buren Township prior to December 1 of each year for completion in order to obtain new tax identification numbers for the following year. Therefore, it is very important for the property owner(s) to ensure taxes remain current on all existing parcels. They will help to avoid future problems with the Wayne County Treasurer. Further, Van Buren Township does not pro-rate taxes. It is the responsibility of those who have an interest in the property being split and/or combined.

**NOTICE TO ASSESSOR OF TRANSFER OF  
THE RIGHT TO MAKE A DIVISION OF LAND**

*Issued under authority of Land Division Act (P.A. 288 of 1967 as amended by P.A. 87 of 1997). Filing is mandatory.*

This form must be filed by an owner of a parent parcel or parent tract of land when the owner creates a parcel from the parent parcel or parent tract and transfers the right to make a further division to the owner of the created parcel. This form must be filed within 45 days of the transfer of the right to make a division. This form must be filed with the assessor of the city or township where the property is located.

1. Street Address of Parent Parcel or Parent Tract	2. County	4. Date of Transfer of Right to Make a Division
3. City/Township/Village Where Real Estate is Located		<p><b>PIN</b>, this number ranges from 10 to 25 digits. It usually includes hyphens and sometimes includes letters. It is on the property tax bill and on the assessment notice.</p>
<input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		
5. Property Identification Number (PIN) of Parent Parcel or Parent Tract. If you don't have a PIN, attach legal description.		
6. Name of Owner of Parent Parcel or Parent Tract	Address of Owner of Parent Parcel or Parent Tract	
7. Property Identification Number (PIN) of Created Parcel if PIN has already been assigned.		
8. Name of Owner of Created Parcel	Address of Owner of Created Parcel	

**THE FOLLOWING QUESTIONS MUST BE ANSWERED.**

1. Did the parent parcel or parent tract have any unallocated divisions under the Land Division Act, P.A. 288 of 1967, MCL 560.101 to 560.293? Check appropriate box below:

- YES
- NO

If the YES box was checked, go to question 2. If the NO box was checked, go to question 3.

2. How many unallocated divisions did the parent parcel or parent tract have prior to this transfer?  
Enter number here \_\_\_\_\_.

3. Were there any unallocated divisions transferred to the newly created parcel?

- YES
- NO

If the YES box was checked, go to question 4. If the NO box was checked, go to the signature area of the form.

4. How many unallocated divisions were transferred to the newly created parcel? Enter number here \_\_\_\_\_.

**CERTIFICATION**

I certify that the information above is true and complete to the best of my knowledge.

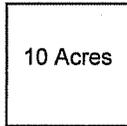
Signature of Owner of Parent Parcel or Parent Tract	Date	If Signer is other than the owner, print name and title

## INSTRUCTIONS

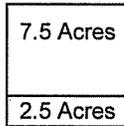
This form must be filed by an owner of a parent parcel or parent tract of land when the owner creates a parcel from the parent parcel or parent tract and transfers the right to make a further division(s) to the owner of the created parcel.

Example: The owner of a parent parcel 10 acres in size is selling off a created parcel 2 1/2 acres in size. In this example the 10 acre parent parcel qualifies under the Land Division Act to make four (4) divisions before platting is required. Therefore, two (2) more divisions may be made before platting is required.

Parent Parcel  
Before Sale



After Sale



The owner of the parent parcel who sold the 2 1/2 acre parcel can keep the authority to make two (2) additional divisions or may convey the authority to make one or both of the additional divisions to the owner of the created parcel.

If the owner of the parent parcel conveys the authority to make one or both additional divisions to the owner of the 2 1/2 acre created parcel, this form (L-4260a) must be filed with the local assessor within 45 days of that action.

**This form must also be filed when the owner of a parent parcel or parent tract conveys the parent parcel or parent tract, and also transfers the right to make further divisions to the new owner of the parent parcel or parent tract.**

**For more information about the Land Division Act, you may contact the Subdivision Control Section of the Department of Consumer and Industry Services at (517) 334-7750.**

### Excerpt from P.A. 87 of 1997

Sec. 109(2) The right to make divisions exempt from the platting requirements of the act under section 108 and this section can be transferred, but only from a parent parcel or parent tract to a parcel created from that parent parcel or parent tract. A proprietor transferring the right to make a division pursuant to this subsection shall within 45 days give written notice of the transfer to the assessor of the city or township where the property is located on the form prescribed by the state tax commission under section 27a of the general property tax act, P.A. 206 of 1893, MCL, 211.27a. The state tax commission shall revise the form to include substantially the following questions in the mandatory information portion of the form:

(a) "Did the parent parcel or parent tract have any unallocated divisions under the land division act, P.A. 288 of 1967, MCL 560.101 to 560.293? If so, how many?"

(b) "Were any unallocated divisions transferred to the newly created parcel? If so, how many?"

# CHARTER TOWNSHIP OF VAN BUREN

## ASSESSING OFFICE

Supersedes all prior Fee Schedule(s) upon approval with an effective date of January 1, 2015.

### Lot Splits/Combinations in accordance with Land Division Act of 1997

#### Non-refundable application review:

\$250 for each proposed new description.

Application fee covers initial review and one re-review, if necessary.

#### GIS Processing Fee

\$100 for each proposed new description (child parcel (s))

### Subdivision/Condominium Plat and/or Amended Subdivision Condominium Re-Plat

#### Non-refundable township review fee

The number of maximum allowable divisions under the Land Division Act of 1997 (based upon acreage) @ \$250 each

#### GIS Processing Fee

\$100 for each proposed new description (child parcel (s))

If the development is built in phases, the processing fee for each phase must be paid prior to the issuance of any permits in the new phase.

### Outside Professional Services

It is sometimes the practice of the township to use outside professional(s) as consultants for matters relating to splitting or combining property. These services would include, but not be limited to: planners, engineers, attorneys, architects and special inspectors. When such professional outside consultant(s) are used, the cost for their service(s) shall be passed to the applicant or customer whose project requires the service. Actual cost for consultant(s) plus 20% will be passed through. All such charges shall be due and payable upon receipt of Township invoice. No description shall be recorded until all fees are paid. The Assessing Department shall be responsible for billing all appropriate costs.

### Wayne County GIS/Engineering Consulting Fee

\$150\* per hour for any Wayne County research or consulting required by property owner(s). A minimum deposit for two hours of time (\$300\*) shall be provided to the Township in advance. Upon presentation of an invoice from Wayne County to Van Buren Township, payment will be made from that deposit. Any amounts owed will be billed to the property owner or any amounts due the property owner will be refunded in accordance with regular Van Buren Township policy. A 20% township administrative fee will be assessed in addition to all Wayne County Charges

### Lot Split Ordinance

\$10.00 for each copy.

### Address Assignment

\$25.00 for each address issued.

### Industrial Facilities Tax/PA 328 Exemption Application

\$1,200 – for each application

\$ 500 – for each request to establish an Industrial Development District.

### Copying Charges

\$1.00 per page

Approved: December 2, 2014

Effective: January 1, 2015