



# Lapeer Township Land Division Application

1500 Morris Road  
Lapeer, MI 48446  
(810) 664-3700

**NOTE:** You must answer all questions and include all required attachments with this application, or land division approval cannot be granted.

1. **Location of the Parent Parcel to be Split:** (address or road location)

\_\_\_\_\_

**Parent Parcel Identification Number:** 44-012- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Parent Parcel Legal Description:** (fill in or attach copy)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. **Present Property Owner Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_ - \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

3. **Applicant Information** (if different than present property owner) :

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_ - \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

4. **Number of Proposed New Parcels:**

\_\_\_\_\_

5. **Future Division Rights:** Indicate the number of division rights being transferred from the Parent Parcel or tract to any resulting parcels: \_\_\_\_\_. Indicate the number of division rights being retained with the Parent Parcel: \_\_\_\_\_.

6. **Required Attachments:** Each of the following attachments **must** be included for the application to be complete:

A. A certified survey for the proposed division(s) of the Parent Parcel showing:  
**(GOOGLE MAPS ARE NOT ACCEPTABLE AS A SUBSTITUTE SITE PLAN)**

1. Boundaries of the Parent Parcel (as of March 31, 1997)
2. All previous divisions made after March 31, 1997 (state when made)
3. The proposed new division(s)
4. Dimensions of the proposed divisions(s)
5. Existing and proposed road or driveway easements
6. Public utility easements from each parcel to existing public utility facilities
7. Any existing improvements (buildings, wells, septic systems, driveways, etc.)
8. Legal descriptions of each proposed new parcel and any access or utility easements.

B. Written approval or permit from the County Road Commission that each resulting parcel has vehicular access to an existing road or street at a location that meets applicable Road Commission standards.

C. Written documentation from electric company stating that utility easements are in place for each parcel.

D. Tax Payment Certification from the Lapeer County Treasurer.

E. The application fee of \$90 for each new legal description made payable to Lapeer Township.

7. **Verification:**

The undersigned hereby verifies that the statements and information provided on this application are true and correct. Any approval of the proposed land division will be made upon data submitted by the undersigned applicant and it is assumed that the data is complete and correct. If any material information supplied is later found to be incorrect, any approval as to this land division shall be null and void. The undersigned applicant understands that approval of the division of this land is made without reference to any private party agreements. Lapeer Township cannot be held accountable for conformance with, or enforcement of, any private party agreements, such as deed restrictions. The undersigned hereby grants permission to the land division official to enter the property in order to determine compliance with the Land Division Ordinance.

**NOTE:** As provided in Section 109(b) of the Michigan Land Division Act, approval of this division is not a determination that the resulting parcels comply with any other local ordinances, regulations, state statutes or building permit requirements.

Property Owner's Signature: \_\_\_\_\_

Date



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Lapeer, MI 48446  
(810) 664-3700

**Applicant's Signature:** \_\_\_\_\_  
(if not property owner) Date \_\_\_\_\_

## FOR OFFICE USE ONLY

Total Fee: \_\_\_\_\_ Check Number: \_\_\_\_\_

Date Completed Application and Attachments Received: \_\_\_\_\_

Property Tax ID Numbers: \_\_\_\_\_

Parent Parcel Number: \_\_\_\_\_

Resulting Parcels:

Survey Recorded At:

\_\_\_\_\_

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FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

☐ Approved

☐ Denied

☐ Parcel Shape Files updated

Date: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

# BOARD OF LAPEER COUNTY ROAD COMMISSIONERS

820 DAVIS LAKE ROAD, LAPEER, MICHIGAN 48446  
PHONE: 810.664.6272 FAX: 810.664.0404

## APPLICATION FOR LAND DIVISION & ACCESS REVIEW

PROPERTY OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

TOWNSHIP: \_\_\_\_\_ SECTION #: \_\_\_\_\_ PARENT PARCEL TAX ID #: \_\_\_\_\_

ROAD NAME: \_\_\_\_\_ BETWEEN \_\_\_\_\_ ROAD & \_\_\_\_\_ ROAD

DATE THE PROPOSED LOT(S) WILL BE CLEARLY STAKED: \_\_\_\_\_

TOTAL NUMBER OF PARCELS TO BE CREATED: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

FEE: \$75 (Includes 2 parcels) Plus \$15 for each additional parcel (3<sup>rd</sup> & Greater)= \$ \_\_\_\_\_

**\*\* A Certified Certificate of Survey and legal descriptions for each parcel to be created is required in order to proceed with the approval process. \*\***

FIELD INSPECTION - DATE: \_\_\_\_\_

LOT ID	APPROVED	RESTRICTED	DENIED	ADDITIONAL COMMENTS:
				REMARKS

INSPECTOR'S SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_  
(SIGNATURE **MUST** BE ORIGINAL FOR TOWNSHIP TO ACCEPT) DATE SIGNED: \_\_\_\_\_

**THIS IS NOT A DRIVEWAY PERMIT**

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## LAND DIVISION SUPPLEMENTAL INFORMATION

The purpose of the Land Division Application Inspection is for the Lapeer County Road Commission to investigate the location of the proposed land divisions and ensure that the proposed parcels can be accessed from the county road system according to published Lapeer County Road Commission standards. The goal is to determine appropriate driveway locations for the proposed land divisions, if any exist. Please keep the following sight distance guidelines in mind when proposing any land divisions. Land Divisions that do not meet sight distance requirements will not be approved.

Sight Distance will be measured from an eye height of three and one half (3.5) feet at a point thirty-one (31) feet from the centerline of the county roadway to an object height of three and one half (3.5) feet on the centerline of the county roadway. The minimum sight distance for a residential drive shall be in accordance with the following table:

<u>SPEED LIMIT (MPH)</u>	<u>MIN. SIGHT DISTANCE (FEET)</u>
25	280
30	335
35	390
40	445
45	500
50	555
55	610

If the proposed frontage of the new parcels can not meet the above-listed sight distance requirements, the land division shall only be granted pending review and approval by the County Engineer.

The following information is required to properly investigate the proposed land division driveway locations:

1. A completed Land Division Application
2. A Certified Certificate of Survey drawing showing each parcel to be created as well as the remainder. Legal descriptions of each parcel to be created as well as the remaining parcel shall also be provided. If the parent parcel description is aliquot, then a minimum of a quarter section shall be shown in the drawing.
  - *If you feel that sight distance may be a factor at your locations, you may request a preliminary inspection. A preliminary inspection may be performed if a drawing, drawn to scale with lot dimensions, is submitted that illustrates the location of the proposed land divisions. The property owner will be verbally notified of the results.*
  - The land division form will not be approved or completed until a Certified Certificate of Survey is submitted.
3. Land Division property corners shall be clearly marked by the property owner using lath, stakes, or flagging along the parent parcel's county road frontage.

Lapeer County Road Commission approval of the Land Division Application does not relieve the property owner of the responsibility to comply with all applicable Township Ordinances, rules and zoning requirements, as well as the provisions of Public Act 591 of 1996 and Act 87 of 1997.

If you have any questions, please contact the Permit Department at (810) 664-6272.



## LAND SPLIT Application

*Please complete and return your application to DTE Energy, at the Service Center address listed below. We look forward to working with you.*

Service Center Address: 1100 Clark Rd., Lapeer, Michigan Zip Code: 48446

Phone: (810) 667-7900 Fax: (810) 667-7901

Owner's Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Email: \_\_\_\_\_

Name of person to be contacted in case of questions \_\_\_\_\_

Daytime Phone #: ( ) \_\_\_\_\_ Cell Phone #: ( ) \_\_\_\_\_

Property/Tax I.D. # \_\_\_\_\_

City/Township/Village: \_\_\_\_\_

If assigned by municipality:

Address No.: \_\_\_\_\_ Street Name: \_\_\_\_\_

Nearest intersection: \_\_\_\_\_

Subdivision name: \_\_\_\_\_

**Note: Township letters verifying electrical easements will be issued by DTE 7-10 days after receiving "recorded" easements in our office.**

### **Required Information:**

- a) Proof of ownership (Warranty Deed, or Land Contract)
- b) Survey showing property splits
- c) Property description
- d) All Purchase Agreements

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*Please note: The whole process can take up to 3 months



## Lapeer County Treasurer

*Dana M. Miller, Treasurer*

255 Clay St. Suite 303

Lapeer, MI 48446

September 13, 2019

To: Local Officials

Effective September 16, 2019 Public Act 23 of 2019 (formerly House Bill No. 4055, which an amendment to The Land Division Act 288 of 1987) will take effect. This bill places tighter regulations on property divisions, specifically divisions where delinquent taxes or special assessments are due. According to the amended act before a parcel division can take place one of the two following requirements must be met:

**Requirement 1:** The parcel subject to the proposed division is certified by the County Treasurer to have no delinquent taxes or special assessments due. In order to obtain this certification the requesting party will have to complete and submit a Land Division Tax Payment Certifications Form in person to the County Treasurer's Office along with a \$5.00 certification fee as required by the legislation.

**Requirement 2:** Any delinquent taxes or special assessments due on parcels subject to the proposed division are apportioned by the township or city assessing officer.

There are no requirements placed on combinations according to Public Act 23. Despite this, we are still going to discourage the combining of parcels with delinquent taxes.

We are recommending that the property owner visits our Treasurer's Office early in your land division process as non-certifications may change how you proceed, such as whether you need to prepare to apportion the delinquent taxes or potentially deny the applications. When sending an approved land division to the Treasurer's office for processing please include either a copy of the Land Division Tax Payment Certification Form or a letter explaining that delinquent taxes have been apportioned.

I've attached a copy of our Land Division Tax Payment Certification Form as well as a copy of Public Act 23 for your review. We appreciate everyone's assistance in implementing this new legislation.

Dana M. Miller  
Lapeer County Treasurer

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255 Clay St. Suite 303, Lapeer, MI. 48421  
Phone: 810-667-0239 \* Fax: 810-667-0263  
Email: [wmiller@lapeercounty.org](mailto:wmiller@lapeercounty.org)



Dana M. Miller  
Lapeer County Treasurer  
255 Clay St., Suite 303, Lapeer, MI 48421  
810-667-0239

Land Division Tax Payment Certification Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner City, State, Zip: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property City, State, Zip: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

-Attach a description of the parcel to be divided-

☒ CERTIFICATION DENIED

The Lapeer County Treasurer's Office has found delinquent taxes on the parcel listed above and cannot issue a certification of tax payment.

Delinquent taxes owed: \_\_\_\_\_

☐ CERTIFICATION APPROVED

Pursuant to House Bill 4055 The Lapeer County Treasurer's Office certifies that all property taxes and special assessments due on the parcel or tracts subject to the proposed division for the five years preceding the date of the application have been paid.

Certified By: \_\_\_\_\_

Date Certified: \_\_\_\_\_