



City of Williamston

Planning & Community Development Department

161 E. Grand River Avenue

Williamston, MI 48895

commdev@williamston-mi.us

PROCEDURES FOR LAND DIVISION/LOT SPLIT

The following outlines the required application information and review procedures for a land division/lot split in the City of Williamston per Chapter 54, Article III of the City Municipal Code.

1. Complete the Land Division/Lot Split Application. All sections must be completed and the application must be signed by the property owner, the applicant, dated and submitted with fee.
2. For the existing parcel and each parcel resulting from a land division, a survey and a legal description prepared by a registered land surveyor must be submitted with the application.
3. Each request for a land division will be reviewed, and a written evaluation prepared, by the Zoning Administrator for compliance with Section 54-77 and Section 54-79 of the City Municipal Code.
4. **Lot Split in a Recorded Plat:** Per Section 54-75(b) proposed divisions of lots within a recorded plat shall be reviewed and approved by the Planning Commission prior to the issuance of approval by the City Assessor.
 - a. The completed Land Division/Lot Split application must be filed with the Zoning Administrator to schedule a Planning Commission hearing.
 - b. The Assessor will submit a written review for inclusion in the information provided to the Planning Commission for its deliberations.
 - c. Following action by the Planning Commission the Assessor, upon receipt of signed minutes of the Commission meeting, will notify the applicant of the Commission's decision.
5. **Division of Unplatted Land:** A division of unplatted land shall be approved by the Assessor upon satisfaction of the requirements of Section 54-77 of the City Municipal Code.
6. Approved land divisions will be entered on the tax roll of the subsequent calendar year. A copy of the application, survey, Zoning Administrator's opinion and Planning Commission action, if applicable, will be placed in the property files in the office of the Assessor.

A survey of the existing lot and all proposed lots must be submitted and include at a minimum the following information:

- Scale not less than 1" = 100'
- North arrow
- Dates of submission and revision
- Area location map
- Legal description of existing and proposed parcels and remaining portion of parent parcel.
- Dimensions and bearings of all lots and property lines.
- Name and address of preparer of plan, including signature and seal.
- Topography on the site and within 100' of the site at two foot contour intervals.
- Zoning of the property and adjacent property.
- Existing structures and improvements on site and within 100' of the site.
- Existing and proposed utility and access easements
- Dimensions and centerlines of existing and proposed roads.
- Natural features including woodlands, streams, ponds, wetlands, floodplains, etc.
- Building envelopes
- Documentation of any variances granted by the Zoning Board of Appeals for the parcel or lot



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LAND DIVISION/LOT SPLIT APPLICATION

PROPERTY OWNER INFORMATION

Property Owner Name: _____

Property Owner Address: _____ City, State, Zip: _____

Telephone: _____ E-Mail Address: _____

APPLICANT INFORMATION

If the applicant is NOT the property owner, please complete the following:

Applicant Name: _____

Applicant Address: _____ City, State, Zip: _____

Telephone: _____ E-Mail Address: _____

Applicant is: *(circle one)* Business Owner Architect/Engineer Other *(specify)* _____

PROPERTY INFORMATION

Property Use is: *(circle one)* Residential Commercial Industrial Vacant

Property Address: _____ Property Zoning District: _____

Parcel ID Number (PIN): _____

Current Property Dimensions:

Width: _____ Length: _____ Area: _____

Proposed New Lot #1 Dimensions:

Width: _____ Length: _____ Area: _____

Proposed New Lot #2 Dimensions:

Width: _____ Length: _____ Area: _____

Proposed New Lot #3 Dimensions:

Width: _____ Length: _____ Area: _____

If additional lots will be created list their dimensional information on attached sheets.

Proposed Use: *(Describe proposed use of resulting new lots, if no change in use state "Same.")*_____

ADDITIONAL REQUIRED DOCUMENTS

- 1) Proof of Ownership:** *Provide proof of ownership such as property tax receipt or copy of deed.*

- 2) Survey and Legal Description of Existing Property:** *A survey and associated legal description prepared by a registered surveyor of the land proposed to be divided/split **MUST** be attached.*

- 3) Survey and Legal Description of Each New Property:** *A survey and associated legal description prepared by a registered surveyor for all new and remaining parcels created from the proposed land division/split **MUST** be attached.*

Property Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

City Use Only: Fee Paid \$ _____ Date Complete Application Received: _____
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