



City of Wayne Land Division Application

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

Community Development Department
 3355 South Wayne Road
 Wayne, Michigan 48184
 (734) 722-2002

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]).

In the box below, fill in where you would like a copy of this form sent, when the review is completed.

Name
Address
City, State, Zip

This form is designed to comply with applicable local zoning, land division ordinances and § 109 of the Michigan Land Division Act (formerly the subdivision control act, P.A. 288 of 1967, as amended (particularly by P.A. 591 of 1996). MCL 560.101ct. seq.

1. LOCATION of parent parcel to be split:

Address: _____, Road Name: _____

Parent parcel number: _____

Legal Description of Parent Parcel (attach extra sheets if necessary): _____

2. PROPERTY OWNER information:

Name: _____ Phone: (____) _____ - _____

Address: _____ Road Name: _____

City: _____ State: _____ Zip Code: _____ - _____

3. APPLICANT information (if not the property owner):

Contact Person's Name: _____

Business Name: _____ Phone: (____) _____ - _____

Address: _____ Road Name: _____

City: _____ State: _____ Zip Code: _____ - _____

4. PROPOSAL: Describe the division(s) being proposed:

A. Number of new parcels _____

B. Existing Zoning _____

C. Intended use (residential, commercial, etc.) _____

D. Access to the divided parcel(s) is provided by: (check one)

_____ Each new division has frontage on an existing public road.

_____ A new public road, proposed road name: _____

(Road name cannot duplicate an existing road name.)

_____ A new private road or easement, proposed road name: _____

(Road name cannot duplicate an existing road name.)

_____ A recorded easement (driveway). (Cannot service more than one potential site.)

4A. Write here, or attach, a legal description of the proposed new road, easement or shared driveway (attach extra sheets if necessary): _____

4B. Write here, or attach, a legal description for each proposed new parcel (attach extra sheets if necessary): _____

5A. FUTURE DIVISIONS that might be allowed but not included in this application? _____

5B. The number of future divisions being transferred from the parent parcel to another parcel? _____

Identify the other parcel: _____

(§ 109(2) of the Statute. Make sure your deed(s) include both statements as required in section 109(3) and 109(4) of the Statute.)

Note: Under certain circumstances future divisions may be limited or prohibited - you must be aware of the law and how it applies to you.

6. DEVELOPMENT SITE LIMITS: Check each that represents a condition which exists on the parent parcel. Any part of the parcel:

_____ is in a DNR-designated critical sand dune area.

_____ is riparian or littoral (it is a river or lake front parcel).

_____ includes a wetland.

_____ includes a beach.

_____ is within a flood-plain.

_____ includes slopes of more than twenty five percent (a 1:4 pitch or 14 degrees) or steeper.

_____ is on muck soils or soils known to have severe limitations for on-site sewage systems.

_____ is known or suspected to have an abandoned well, underground storage tank or contaminated soils.

7. ATTACHMENTS (all attachments must be included).

_____ A. 1. A survey, sealed by a Registered Land Surveyor at a scale of 1" = 100' of proposed division(s) of parent parcel.

OR 2. A map/drawing to scale of 1" = 100' of proposed divisions of parent parcel and the 30 day time-limit is waived:

Signature: _____

The survey or map must show:

(1) current boundaries, and

(2) all previous divisions made after March 31, 1997 (indicate when made or done), and

(3) the proposed division(s), and

(4) dimensions of the proposed divisions (depth to width ratio cannot exceed four to one), and

(5) location of all property irons and monuments found to be placed on the parcel, and

(6) all applicable front, rear and side yard setbacks, and

(7) existing and proposed road/easement rights-of-way, and

(8) easements for public utilities from each parcel to existing public utility facilities, and

(9) flood plain preservation easements, and

(10) any existing improvements (buildings, wells, septic system, driveways etc.), and

(11) the zoning of the subject parcel and all abutting parcels, and

(12) any of the features checked in section number 6 - Development Site Limits.

_____ B. A soil evaluation or septic system permit **for each proposed parcel** prepared by the Wayne County Health Department, or each proposed parcel is serviced by a public water system.

_____ C. An evaluation/indication of approval will occur, or a well permit for potable water **for each proposed parcel** prepared by the Wayne County Health Department, or each proposed parcel is serviced by a public water system.

_____ D. Documentation of a **closed sale**.

_____ E. Indication of approval, or permit from the Wayne County Road Commission, MDOT, or respective City Street Administrator, for each proposed new road, easement or shared driveway.

_____ F. A copy of any transferred division rights (§109(4) of the Act) in the parent parcel.

_____ G. A minimum fee of **\$150.00, and \$50.00 for each new parcel**.

_____ H. Other (please list) _____

8. IMPROVEMENTS Describe any existing improvements (buildings, well, septic, etc.) which are on the parent parcel, or indicate none (attach extra sheets if necessary):

9. AFFIDAVIT and permission for municipal, county and state officials to enter the property for inspections:

I agree the statements made above are true, and if not found 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. Further, I agree to give permission for officials of the City of Wayne, County of Wayne and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify that the information on the application is correct at a time mutually agreed with the applicant. Finally, I understand this is only a parcel division which conveys only certain rights under the applicable local land division ordinance, the local zoning ordinance, and the State Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended (particularly by P.A. 591 of 1996), MCL 560.101 et. seq.), and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

Finally, even if this division is approved, I understand zoning, local ordinances, and State Acts change from time to time, 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.

Property Owner's Signature: _____ Date: _____

Co-Owner's Signature: _____ Date: _____
(if applicable)

Applicant: _____ Date: _____
(if not property owner)

Applicant's Interest in Property: _____

DO NOT WRITE BELOW THIS LINE:

Reviewers Action: TOTAL: \$ _____ Receipt #: _ _ _ _ _

_____**Approved:** Conditions, if any: _____

_____**Denied:** Reasons): _____

Reviewer Signature: _____ Date: _____



Robert A. Ficano
County Executive

TO: Wayne County Assessors and Treasurers
DATE: June 6, 2003
SUBJECT: New Split and Combination Policy

Since 1995, all of our jobs have become evermore complicated, from municipal assessment administrators to the local and county treasurers. Because of this fact, it has become increasingly difficult to produce summer and winter tax rolls, as well as annual assessment rolls, in a timely manner.

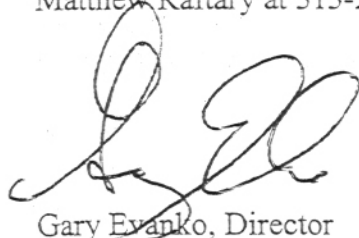
A major cause of the time pressure relates to multiple valuation balancing issues pertaining to homesteads, special assessments, July and December Boards of Review, mid-year un-cappings, as well as valuation changes as ordered by the Michigan Tax Tribunal and the State Tax Commission. Each of these assessment and tax roll issues become even more problematic and time consuming when they also involve a mid-year parcel split and/or combination. The situation has developed where it has become necessary to reexamine procedures so that deadlines can again be met.

To this end, procedures and work efforts that are not specifically required by statute must be eliminated so that statutory deadlines can be met. Therefore, following the completion of the 2003 summer tax rolls, Wayne County Assessment and Equalization will no longer activate new splits and combinations for the winter tax roll. Any parcels splits and /or combinations that are required after the summer tax rolls are printed will be activated beginning with the 2004 assessment and tax rolls.

Additionally, beginning with the 2004 assessment year, this office will no longer activate splits and combinations after the printing of the assessment roll. Land divisions required by the courts, the State or federal agencies would, however, continue to be activated pursuant to law.

Beginning with the 2004 assessment roll, split and combination requests that are received on or before **December 1, 2003** will be processed and activated for the 2004 assessment roll. Wayne County Assessment and Equalization will continue to process mid-year splits and/or combinations requested by a local unit **after the December 1 deadline at an additional cost of \$60.00 per split request, or higher**, depending on the complexity of the work required.

If you have any questions or require additional information, please do not hesitate to contact Matthew Raftary at 313-224-2864 or Ted Stanek at 313-967-3726.



Gary Evanko, Director

DEPARTMENT OF MANAGEMENT AND BUDGET • ASSESSMENT AND EQUALIZATION DIVISION
600 RANDOLPH, SUITE 29 • DETROIT, MICHIGAN 48226 • 313-224-2325 • FAX 313-224-4864

