

Charter Township of
Augusta
Michigan

8021 Talladay Road, P.O. Box 100
Whittaker, MI 48190-0100

Attached is the form to use to process the **Land Division Tax Certification** for a Property Split.

Please make sure the form goes to the County Treasurer's Office along with the \$5 fee. **This completed certification must be submitted with the Land Division Application for Augusta Charter Township.**

For each parent parcel, you will need to fill in the top of the attached form and then:

1. Get the parcel certified for delinquent taxes at the County Treasurer's office,
2. Have the City/Village/Township Treasurer certify that there are no current taxes owing to date, and
3. Have the County Water Resources department certify that all multi-year drain debt costs apportioned to the parcel have been paid.

For the Washtenaw County Treasurer Certification, you can either mail it to:

Washtenaw County Treasurer
P.O. Box 8645
Ann Arbor, MI 48107-8645

Overnight mail (FedEx, etc.) address:
Washtenaw County Treasurer
200 N Main Street, Suite 200
Ann Arbor, MI 48104

There is also a drop-box located next to the Main Street entrance (200 N Main St).

Washtenaw County Treasurer's Office will forward the document interoffice mail to Washtenaw County Water Resources Commissioner's Office for their section for Certification.

Please provide the mailing address you would like the form mailed back to:

Unfortunately, there is no way to process these online currently.

The Washtenaw County Treasurer's Office processes their mail by date received, so the sooner they receive it, the sooner it can be processed for you as your **First Step in this Land Division process.**



Established 1836



Land Division Tax Certification

Pursuant to the Land Division Act 288 of 1967, MCL 560.109(1)(i), this certificate certifies that current and the preceding years of taxes on this date, _____ have been paid for the following parcel(s):

Parcel Number:

_ - _ - _ - _ - _

Property Address:

Legal Description:

Owner Information:

Name: _____ Phone #: _____

Street: _____ Email Address: _____

City, State, Zip Code: _____

Washtenaw County Treasurer Certification:

Sec. 135 Act 206, 1893 as Amended – (Sec. C.L. 1929)

Date: _____

I hereby certify that there are no tax liens or titles held by the State of Michigan on lands described below, and that there are no tax liens or titles held by individuals on said lands for all years preceding the first day of March and that the taxes for said period are paid, pending subsequent decisions by the Board of Review, the Michigan Department of Treasury, the Michigan Tax Tribunal, or the State Tax Commission.

Washtenaw County Treasurer

Split Certificate Number: _____

Statutory Fee of \$ _____ collected: Check: _____ Cash: _____ Credit/debit card: _____

City/Township/Village Treasurer Certification:

Sec. 135 Act 206, 1893 as Amended – (Sec. C.L. 1929)

Date: ___/___/___

I hereby certify that, pending subsequent decisions by the Board of Review, the Michigan Department of Treasury, the Michigan Tax Tribunal, or the State Tax Commission, current year’s taxes issued to date have been paid:

Summer Bill: ___/___/___ Village Bill: ___/___/___ Winter Bill: ___/___/___

Signature / Initials: _____

Name & Title: _____

Office of the Water Resources Commissioner Certification:

Sec. 135 Act 206, 1893 as Amended – (Sec. C.L. 1929)

Date: ___/___/___

I hereby certify that all multi-year drain debt costs apportioned to this parcel have been paid:

Drain Project Name: _____ Date Paid: ___/___/___

Signature / Initials: _____

Name & Title: _____

Date: _____

Original: Retained by Customer
Copy: Filed with Township or City Assessor

Application for Land Division, Combination or Boundary Adjustment

STAMP RECEIVED



Charter Township of
Augusta
Michigan

8021 Talladay Road, P.O. Box 100
Whittaker, MI 48190-0100

Office: (734) 461-6117 Web: www.augustatownship.org

STAMP PAID

| TOWNSHIP FILE | RELATED FILES |
|--------------------|--------------------|
| LD - ____ - ____ | ____ - ____ - ____ |
| ____ - ____ - ____ | ____ - ____ - ____ |

PAYMENT INFORMATION

Split: \$110 for 1st Split PLUS
\$30 each Add'l Split = _____

Combination: \$40 for 1st Resulting Parcel PLUS
\$10 each Add'l Resulting Parcel = _____

Boundary Adjustment: \$50 for 1st Resulting Parcel PLUS
\$10 each Add'l Result Parcel = _____

Amount Paid _____ Via Cash Check # _____

Rec'd By _____ Receipt # _____

G/L # ____ - ____ - ____ - ____

GENERAL INFORMATION

Name(s) of Legal Property Owner(s) _____

Street Address (Street # & Name or P.O. Box) _____

City _____ State _____ Zip _____ Email _____

Phone _____ Fax _____ Cell _____

Name of Petitioner (if Different from Owner) _____

Company _____ Interest in Property _____

Street Address (Street # & Name or P.O. Box) _____

City _____ State _____ Zip _____ Email _____

Phone _____ Fax _____ Cell _____

Name of Site Planner or Engineer _____

Street Address (Street # & Name or P.O. Box) _____

City _____ State _____ Zip _____ Email _____

Phone _____ Fax _____ Cell _____

PROPERTY INFORMATION

Provide the requested information for all parcels involved (use separate sheet if necessary):

| Tax ID No. | Land Area (acres) | Current Zoning | Date of Last Split | Legal Description |
|------------|-------------------|----------------|--------------------|-----------------------------------|
| _____ | _____ | _____ | _____ | <input type="checkbox"/> Attached |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> Attached |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> Attached |
| _____ | _____ | _____ | _____ | <input type="checkbox"/> Attached |

Address(es) of Parcel(s) Involved: _____

Are any involved parcels a lot or outlot within a platted subdivision? YES NO

PROPERTY INFORMATION

Proposed Action: Land Division Combination Boundary Adjustment

Description of Proposed Action (use separate sheet if necessary): _____

Resulting Number of Parcels: _____ Intended Use of Parcels: _____

All Resulting Parcels: Have adequate lot area (net) for the zoning district

Have a depth-to-width ratio of 4:1 or less

Have adequate lot width for the zoning district

Resulting parcels will be accessed via:

An existing private road Name _____ Date of BOT Approval: _____

An existing public road Name _____

A proposed private road Proposed Road Name _____ Approved? YES NO

A proposed public road Proposed Road Name _____ Approved? YES NO

Please Note: Land divisions involving a proposed private or public road will be held until road is approved.

SUBMISSION REQUIREMENTS

You must hire a professional surveyor or engineer, registered in the State of Michigan, to produce a certified survey of your property. Four copies of this survey must be attached and include the following information:

Location, shape, area and dimensions of the existing property and all resulting parcels

Legal descriptions of the existing property(ies) and all resulting parcels

Date, survey number, scale and northpoint

All existing buildings, structures, wells, septic fields, including dimensions and setbacks from existing/proposed property lines

Public road right(s)-of-way or private road easement(s) serving existing property and resulting parcels

Existing easements (utilities, access, drainage, etc.)

If more than one school district is involved, delineate and label each

Name, seal and signature of professional surveyor/engineer who prepared the survey

AFFIDAVIT

By submitting this application, authority is given to Township representatives to physically view and inspect the property.

The undersigned says that (s)he is the Petitioner involved in this Application, and that the foregoing answers and statements herein contained, and the information herewith submitted are, in all respects, true and correct to the best of his/her knowledge and belief.

Petitioner Signature _____ Date _____

If the Petitioner and Property Owner are *NOT* the same individual, the Property Owner, by signing below, says that they have given the Petitioner permission to submit this Application, and accepts that all obligations assumed by the Petitioner in the course of pursuing this Application will become those of the Property Owner should the Petitioner fail to satisfy them.

Property Owner Signature _____ Date _____

SUBMISSION

Date Rec'd. _____ by _____

Application Form completed and signed by the Petitioner and/or Property Owner.

Four copies of all plans and supplemental information provided.

SUBMISSION

Split:
 \$110 for 1st Split PLUS
 \$30 each Add'l Split = _____

Combination:
 \$40 for 1st Resulting Parcel PLUS
 \$10 each Add'l Resulting Parcel = _____

Boundary Adjustment:
 \$50 for 1st Resulting Parcel PLUS
 \$10 each Add'l Resulting Parcel = _____

Total Amount Paid: _____

Paid via: Cash Check # _____

Rec'd By _____ Receipt # _____

G/L # _____-_____-_____-_____

FILING

For all new applications, a Township file number must be assigned and a new file must be created.

Township File No.: _____ LD - _____ - _____

Related Township Files cross-referenced

Application tracking spreadsheet updated

Four copies of all materials delivered to Zoning Administrator

ZONING ADMINISTRATOR ACTION

This application has been reviewed for compliance with the Township Zoning and Land Division Ordinances and is hereby:

Approved

Denied

Zoning Administrator _____ Date _____

Original application and one copy of all materials retained for Township File

One copy of application returned to applicant

Copy faxed to Washtenaw County Equalization Department with "Assessed/Taxable Value Balance Form"

Copy of "Assessed/Taxable Value Balance Form" faxed to Assessor

3.6 Schedule of Dimensional Regulations.

| District | Minimum Lot Area ¹ | Min. Lot Width ² | Minimum Yard Setback ³ | | | Max. Bldg. Height ^{4,5} | | Maximum Lot Coverage ⁶ | Additional Regulations |
|--------------------------------|-------------------------------|-----------------------------|-----------------------------------|------------------------|-----------|----------------------------------|---------|-----------------------------------|------------------------|
| | | | Front Yard ⁷ | Side Yard ⁸ | Rear Yard | Feet | Stories | | |
| C, Conservation | 10 acres | 300 ft. | 50 ft. | 30 ft. | 50 ft. | 35 ft. | 2½ | 10% | See §3.7(A) |
| AG, Agriculture | 2.5 acres | 200 ft. | 50 ft. | 30 ft. | 50 ft. | 35 ft. | 2½ | 10% | See §3.7(A) |
| AR, Agricultural Residential | 43,560 s.f. | 150 ft. | 50 ft. | 30 ft. | 35 ft. | 35 ft. | 2½ | 15% | See §3.7(A) |
| RR, Rural Residential | 43,560 s.f. | 150 ft. | 40 ft. | 20 ft. | 40 ft. | 35 ft. | 2½ | 15% | See §3.7(A) |
| SR-3, Single-Family Res. | 21,780 s.f. | 100 ft. | 35 ft. | 15 ft. | 30 ft. | 35 ft. | 2½ | 20% | See §3.7(A) |
| SR-2, Single-Family Res. | 17,000 s.f. | 90 ft. | 30 ft. | 12.5 ft. | 25 ft. | 35 ft. | 2½ | 20% | See §3.7(A) |
| SR-1, Single-Family Res. | 13,000 s.f. | 80 ft. | 25 ft. | 10 ft. | 20 ft. | 35 ft. | 2½ | 25% | See §3.7(A) |
| VR, Village Single-Family Res. | 9,000 s.f. | 70 ft. | 25 ft. | 7.5 ft. | 20 ft. | 35 ft. | 2½ | 30% | See §3.7(A) |
| MR, Multiple-Family Res. | See §3.7(B) | 200 ft. | 35 ft. | 20 ft. | 40 ft. | 45 ft. ⁹ | 3 | 30% | See §3.7(B) |
| MHC, Manufactured Housing | – | – | – | – | – | – ⁹ | – | – | See §3.7(C) |
| VMU, Village Mixed-Use | 9,000 s.f. | 60 ft. | 15 ft. | 7.5 ft. | 15 ft. | 35 ft. | 2½ | 50% | See §3.7(A) & (D) |
| LC, Local Commercial | 21,780 s.f. | 100 ft. | 35 ft. | 20 ft. | 25 ft. | 35 ft. | 2 | 30% | – |
| GC, General Commercial | 2 acres | 150 ft. | 35 ft. | 30 ft. | 30 ft. | 35 ft. | 2 | 30% | – |
| O, Office | 21,780 s.f. | 100 ft. | 35 ft. | 20 ft. | 25 ft. | 45 ft. | 3 | 30% | – |
| LI, Limited Industrial | 1 acre | 200 ft. | 50 ft. | 25 ft. | 50 ft. | 40 ft. | 2 | 40% | – |
| GI, General Industrial | 2 acres | 200 ft. | 75 ft. | 50 ft. | 75 ft. | 50 ft. | 2 | 50% | – |
| PUD, Planned Unit Development | – | – | – | – | – | – | – | – | See Article 12 |

¹ Net Lot Area, as defined in Section 2.2, shall be used to determine compliance with Minimum Lot Area requirements.

² Lot width shall be measured at the Minimum Front Yard Setback line to determine compliance with Minimum Lot Width requirements.

³ See Section 3.7(E) for permitted yard encroachments.

⁴ Building Height shall be measured in accordance with the definition for Building Height provided in Section 2.2.

⁵ See Section 3.7(F) for exemptions from Maximum Building Height standards.

⁶ Lot coverage shall be measured as the percentage of Net Lot Area covered by Building Area, as defined in Section 2.2.

⁷ Minimum Front Yard Setback shall be measured from the Front Lot Line, as defined in Section 2.2.

⁸ Corner lots shall maintain the Minimum Front Yard Setback from all lot lines fronting on a public or private road.

⁹ Detached accessory buildings (clubhouses, maintenance buildings, etc.) in the MR and MHC districts shall not exceed 25 feet in height.

03/31/08 MON 10:21 AM 1000 1000 1000

development that results in one or more parcels of less than 40 acres or the equivalent, and that satisfies the requirements of Sections 108 and 109 of the State Land Division Act. "Divide" and "Division" does not include a property transfer between two or more adjacent parcels, if the property taken from one parcel is added to an adjacent parcel; and any resulting parcel shall not be considered a building site unless the parcel conforms to the requirements of the State Land Division Act, and the requirements of other applicable local ordinances.

D. "Exempt split" or "exempt division" - the partitioning or splitting of a parcel or tract of land by the proprietor thereof, or by his or her heirs, executors, administrators, legal representatives, successors or assigns, that does not result in one or more parcels of less than 40 acres or the equivalent; provided all resulting parcels are accessible for vehicular travel and utilities from existing public roads through existing adequate roads or easements, or through areas owned by the owner of the parcel that can provide such access.

E. "Resulting Parcel" - means one or more parcels that result from a land division

F. "Forty acres or equivalent" - either 40 acres, a quarter-quarter section containing not less than 30 acres, or a government lot containing not less than 30 acres.

G. "Governing body" - the Augusta Township Board of Trustees.

H. "Accessible" in reference to a parcel, means that the parcel meets one or both of the following requirements:

(i) Has an area where a driveway provides vehicular access to an existing road or street and meets all applicable location standards of the state transportation department or county road commission under Act No. 200 of the Public Acts of 1969, being sections 247.321 to 241.329 of the Michigan Compiled Laws, and of the township, or has an area where a driveway can provide vehicular access to an existing road or street and meet all such applicable location standards.

(ii) Is served by an existing easement that provides vehicular access to an existing road or street and that meets all applicable location standards of the state transportation department or county road commission under Act No. 200 of the Public Acts of 1969 and of the township, or can be served by a proposed easement that will provide vehicular access to an existing road or street and that will meet all such applicable location standards.

I. "Development site" means any parcel or lot on which exists or which is intended for building development other than the following:

(i) Agricultural use involving the production of plants and animals useful to humans, including forages and sod crops; grains, feed crops, and field crops; dairy and dairy products; livestock, including breeding and grazing of cattle, swine, and similar animals; berries; herbs; flowers; seeds; grasses; nursery stock; fruits, vegetables; Christmas trees; and other similar uses and activities.

(ii) Forestry use involving the planting, management, or harvesting of timber.

SECTION IV

PRIOR APPROVAL REQUIREMENT FOR LAND DIVISIONS

No tract, parcel, outlot or lot in Augusta Township shall be divided without the prior review and approval of the official designated by the Township Board, in accordance with this ordinance and the State Land Division Act, provided that the following shall be exempted from this requirement.

- A. A parcel proposed for subdivision through a recorded plat pursuant to the Augusta Township Subdivision Control Ordinance and the State Land Division Act.
- B. A parcel proposed for subdivision through a recorded site condominium pursuant to the Augusta Township Site Condominium Ordinance and the State Condominium Act.
- C. An exempt split as defined in this Ordinance.
- D. Any division or splitting of land from an inaccessible tract or parcel that results only in parcels that are 20 acres or greater in size, and either the inaccessible tract or parcel was in existence on March 31, 1997, or it was created from a previous exempt division under this subsection or section 109b of the Act.

SECTION V

APPLICATION FOR LAND DIVISION APPROVAL

An applicant shall file all of the following with the Augusta Township Clerk or other official designated by the governing body for review and approval of a proposed land division before making any division either by deed, land contract, lease for more than one year, or for building development:

- A. A completed Lot Split application form as provided by the Township, including Michigan Department of Treasury form L-4260, Property Transfer Affidavit.
- B. Establish the fee ownership of the land proposed to be divided.
- C. Establish by documentation the right to make the proposed division that shows the history and succession of division rights from the parent tract or parent parcel proposed for division. If the ownership interest was obtained after March 31, 1997 a copy of the deed(s) establishing land division rights.
- D. A survey map of the land proposed to be divided, prepared pursuant to the survey map requirements of 1970 Public Act 132, as amended, (MCL 54.211) by a land surveyor licensed by the State of Michigan, and showing the dimensions and legal descriptions of the existing parcel and each parcel proposed to be created, the location of all existing structures and other land improvements, and the accessibility of the parcels for vehicular traffic and utilities from existing public roads.
- E. For each resulting parcel that is a development site, adequate easements for public utilities from the parcel to existing public utilities must be established.
- F. Proof that all standards of the State Land Division Act, this Ordinance and all applicable Augusta Township Ordinances have been met.
- G. If a transfer of division rights is proposed in the land transfer, detailed information about the terms and availability of the proposed transfer of division rights. A proprietor transferring the right to make future divisions exempt from platting under this Ordinance or the Act shall give written notice to the Township Assessor within 45 days of the transfer on the form

prescribed by the state tax commission under section 27a of the general property tax, Public Act 206 of 1893, MCL 211.27a.

H. A current County Treasurer's Statement.

I. The fee as may from time to time be established by resolution of the Township Board for land division reviews pursuant to this ordinance to cover the costs of review of the application and administration of this Ordinance and the State Land Division Act.

SECTION VI

PROCEDURE FOR REVIEW OF APPLICATIONS FOR LAND DIVISION APPROVAL

A. Upon receipt of a land division application package, the Township Clerk or other official designated by the Township Board shall forthwith submit the same to the designated official for decision. The designee shall approve, approve with reasonable conditions to assure compliance with applicable ordinances and the protection of public health, safety and general welfare, or disapprove the land division applied for within 45 days after receipt of the application package conforming to this Ordinance's requirements, and shall promptly notify the applicant of the decisions and the reasons for any denial. If the application package does not conform to this Ordinance requirements and the State Land Division Act, the assessor or other designee shall return the same to the applicant for completion and refile in accordance with this Ordinance and the State Land Division Act.

B. Any person or entity aggrieved by the decision of the designee may, within 30 days of said decision appeal the decision to the Township Board of Augusta Township which shall consider and resolve such appeal by a majority vote of said Board or by the designee at its next regular meeting or session affording sufficient time for a 20 day written notice to the applicant (and appellant where other than the applicant) of the time and date of said meeting and appellate hearing.

C. A decision approving a land division is effective for 90 days, after which it shall be considered revoked unless within such period a document is recorded with the County Register of Deeds office and filed with the Township Clerk or other designated official accomplishing the approved land division or transfer.

D. The land division designee shall maintain an official record of all approved and accomplished land divisions or transfers.

SECTION VII

STANDARDS FOR APPROVAL OF LAND DIVISIONS

A proposed land division shall be approved if the following criteria are met:

A. All the parcels to be created by the proposed land division(s) fully comply with the applicable lot (parcel), yard and area requirements of the applicable zoning ordinance, including, but not limited to, minimum lot (parcel) frontage/width, minimum road frontage, minimum lot (parcel) area, minimum lot width to depth ratio, and maximum lot (parcel) coverage and minimum set-backs for existing buildings/structures.

B. The proposed land division(s) comply with all requirements of the State Land Division Act and this Ordinance.

C. All parcels created and remaining have existing adequate accessibility, or an area available to a public road for public utilities and emergency and other vehicles not less than the requirements of the Township Zoning Ordinance, The Township Private Road Ordinance, or this Ordinance.

D. Where accessibility is to be provided by a proposed new dedicated public road, proof that the Washtenaw County Road Commission or Michigan Department of Transportation has approved the proposed layout and construction design of the road and of utility easements and drainage facilities connected therewith.

E. Where accessibility by vehicle traffic and for utilities is permitted through other than a dedicated and accepted public road or easement, such accessibility shall comply with the Augusta Township Private Road Ordinance.

SECTION VIII

CONSEQUENCES ON NONCOMPLIANCE WITH LAND DIVISION APPROVAL REQUIREMENT

Any parcel created in noncompliance with this ordinance shall not be eligible for any building permits, or zoning approvals, such as special land use approval or site plan approval, and shall not be recognized as a separate parcel on the assessment roll. In addition, violation of this ordinance shall subject the violator to the penalties and enforcement actions set forth in Section X of this ordinance, and as may otherwise be provided by law.

SECTION IX

PENALTIES AND ENFORCEMENT

Any person who violates any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not to exceed 90 days or by both such fine and imprisonment. Any person who violates any of the provisions of this ordinance shall also be subject to a civil action seeking invalidation of the land division and appropriate injunctive or other relief.

SECTION X

SEVERABILITY

The provisions of this ordinance are hereby declared to be severable and if any clause, sentence, word, section or provision is declared void or unenforceable for any reason by any court of competent jurisdiction, it shall not affect any portion of this ordinance other than said part or portion thereof.

SECTION XI

REPEAL

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed, except that this Ordinance shall not be construed to repeal any provision in the Augusta Township Zoning Ordinance, the Augusta Township Subdivision Control Ordinance, or the Augusta Township Private Road Ordinance.

SECTION XII

EFFECTIVE DATE

This ordinance shall take effect 30 days following its publication after adoption

AUGUSTA TOWNSHIP

_____ CLERK

_____ DATED

Handwritten signature or initials

(Final Draft February 11, 1999)