

FRENCHTOWN CHARTER TOWNSHIP LAND DIVISION PROCESS

The combination or division of property descriptions is subject to Michigan's State Land Division Act and the ordinances of Frenchtown Charter Township. This packet is intended to assist you in understanding the process. The Township's Land Division and Combination Ordinance is available in the Building Department.

Combinations: You file the combination application at the Building Department with a scaled drawing. You can request a waiver of the survey requirements (requesting the waiver does not guarantee that one will not be required). All owners must sign the application or it will be returned as incomplete. The application requires either the parcel numbers or the Subdivision and lot numbers. No fee is required for a combination. Depending on the circumstances a deed may be required to obtain final approval. All/any special assessments must be paid before final approval will be given.

Divisions: You file the application and submit all attachments required with the appropriate fee (\$25.00 per resulting parcel). The process can start with a scaled drawing, but signed, sealed surveys are required for land divisions (see application for survey requirements). The application offers the opportunity to waive the 45 day requirement response from the Township, giving the applicant more time to get the survey done. The application must be complete or will be returned as incomplete.

STEP 2. The Township Zoning Administrator and Assessor review the application

The Zoning Ordinance Administrator:

- A.) Verifies that all proposed parcels will comply with the zoning regulations for the parcel width (frontage) and total square footage (please note that zoning requirements are by NET acreage- not gross acreage)
- B.) Verifies that all proposed parcels will have appropriate set backs for all existing buildings and other land improvements
- C.) Verifies that the property has appropriate road access
- D.) May consult Township Engineer for any issues regarding easements, utilities etc.

The Assessor:

- A.) Monitors the "parent parcels" as of March 31, 1997 and the number of division rights that are allowed, has been transferred and the number available to the parcel in question
- B.) Verifies the depth to width ratio. A parcel cannot be 4 times deep as it is wide. A Variance Application can be submitted to waive this requirement
- C.) Verifies ownership and confirms that all parties concerned have signed the application. You may be asked to supply a copy of the deed for proof of ownership
- D.) Verifies with the Monroe County Treasurer's Office that taxes are not delinquent and with the Frenchtown Treasurer's Office if the parcel falls within a Special Assessment District. If either of these apply, proof of payment is required before final approval will be given. You may call 734-242-5902 Dept#6 to check on Special Assessment Districts and obtain prices.

STEP 3. Preliminary Approval- You are notified of the results. If preliminary approval is given you will have **90 days** to meet the conditions requested and provide proof of the same. Failure to respond timely can result in the application being voided. (*You must have signed the 45 day waiver to be allowed the extra 90 days*)

STEP 4. Tentative Approval- After the conditions of the preliminary approval have been met, Tentative approval can now be given. You now have **30 days** to submit proof of documents recorded with the Monroe County Register of Deeds office (51 S. Macomb St., Monroe, Mi 48161) If land has transferred from one owner to another (ex: split/combo) then a deed is required. Recording the survey will be accepted only if ownership remains the same for all land involved in the division. Any payments due must be paid !

STEP 5. Final Approval- After all steps have been completed and all payments (if required) are paid, Final approval can be given. New parcel numbers will be assigned for all parcels created and building permits can now be applied for.

***Any Land Division getting final approval this year will not be reflected on this years assessment roll. This means that there will not be individual tax bills until the following year! Property Owner(s) are to decide on the allocation of the taxes at the time of closing. Separate tax bills will not be available for these new legal descriptions until the following tax year.*

***If the property(s) are subject to a mortgage, it would be wise to advise your mortgage company of the change in the legal description. They routinely request tax bills by parcel number. If your legal description changed, so has your parcel number!*

Please notify your mortgage company of the changes to your property.