

CITY OF FENTON

301 South Leroy St. · Fenton, Michigan 48430-2196 · (810) 629-2261 · Fax (810) 629-2004

Application for Division/Consolidation of Platted Lots/Unplatted Parcels Administrative Review

1. Identification:

Applicant Name _____
Address _____
City/State/Zip _____
Phone (____) _____ Fax (____) _____
Email Address _____
Interest in the Property (e.g. fee simple, land option, etc.) _____

Property Owner (if other than applicant) _____
Address _____
City/State/Zip _____
Phone (____) _____ Fax (____) _____
Email Address _____

2. Property Information (Parent Parcel):

Property Street Address _____
Parent Parcel Number _____
For lot consolidations, list **ALL** parcel numbers to be consolidated:

Total Property Acreage _____
Existing Lot Dimensions, exclusive of right-of-way and easements:
Width _____ Depth _____ Area _____

Zoning District _____
Current Use (s) _____
Zoning District of Adjacent Properties to the:
North _____ South _____ East _____ West _____

- 3. Information Required for Review:** The following information must be submitted in order to have the land division application considered (Chapter 30.7: City of Fenton Division and Consolidation of Platted Lots and Unplatted Parcels Ordinance):

- a. A survey map prepared by a professional surveyor who is registered with the State of Michigan, according to the guidelines specified in Section 3 of Michigan Public Act 132 of 1970, as amended, provided that the parcels are drawn as large as possible within the 8 ½ x 14 inch format required by Act 132, and include the following information:
- (1) The existing parcel and the parcels that would result from the requested division or consolidation of land, including net and gross area.
 - (2) Dimensions of all existing and proposed parcels.
 - (3) All structures within fifty (50) feet of the proposed parcels, including setbacks and area.
 - (4) Location, type and dimension of all existing and proposed public and private easements and rights-of-way.
 - (5) Location of surface water, lakes, ponds, streams, and wetlands. The initial investigation shall locate wetlands identified on the national wetlands inventory maps, prepared by the U.S. Department of Interior and available from the Michigan Department of Environmental Quality. More detailed wetlands information may be required if deemed necessary to make a decision regarding the application.
 - (6) Existing access points across from and within one hundred fifty (150) feet from all existing and proposed parcels.
- b. A location map at an appropriate scale illustrating the subject lot in relationship to the surrounding parcels and street system.
- c. A legal description of existing parcels of land involved in the application.
- d. Dimension and design information on any proposed private roads.
- e. Proposed sanitation system (septic or public sanitary sewer).
- f. A legal description of all parcels that would result from the application being approved. The legal description shall be in a form sufficient for recording with the Genesee County Register of Deeds and shall indicate the acreage and square footage of all existing and proposed lots and parcels.
- g. A copy of any existing or proposed deed, building, use or other restrictions, covenants, or conditions related to the land involved in the application.

- h. If any portion of the land has been part of a previous request for division or consolidation of land during the previous ten (10) years either by the applicant or another person, the applicant shall submit the date(s) of such application(s) and action taken by the City.
- i. A copy of the most recent tax bill pertaining to the parcel(s).
- j. Information addressing the approval standards in Article VI Standards for Granting Approval in the Division and Consolidation of Platted Lots and Unplatted Parcels Ordinance.
- k. Additional information that is or may be necessary to the application and approval standards may be required by the City Manager.
- l. Copy of certification from Genesee County Treasurers office stating the previous five (5) years of taxes have been paid in full. (Comply with HB 4055)

4. Application Procedure: Upon completion of this form, the applicant must turn in the following materials to the City of Fenton (check as completed).

- Payment in full of the required fee:
 - Review by Building Official/Zoning Administrator for one (1) additional platted lot or unplatted parcel \$150.00 per lot, plus.
 - Any consultant fees, if required, to be deposited in Escrow account \$_____
- Copies of the completed application forms.
- Two (2) copies of the required information described in #3 above.

I, _____ (applicant), do hereby swear that the information given herein is true and correct.

Signature of Applicant

Date

Signature of Property Owner

Date

I, _____ (property owner), hereby give permission for City of Fenton officials, staff, and consultants to go on the property for which the above referenced site plan is proposed for purposes of verifying information provided on the submitted application.

For Zoning Administrator Use:

Fee: _____ Consultant Retainer (Est.): _____ Total Fee Received: _____ File No: _____

Signature of Zoning Administrator: _____ Date: _____

Additional Comments: _____

City of Fenton

Land Split/Combination Checklist

- | | | |
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| 1. Is the application completely filled out. | YES | NO |
| 2. Is there a mortgage on any of the properties. | YES | NO |
| 3. If there is a mortgage, do you have a letter stating they have approved change. | YES | NO |
| 4. Is there a copy of the survey. | YES | NO |
| 5. Are there BEFORE and AFTER legal descriptions provided. | YES | NO |
| 6. Must have a copy of certification from Genesee County Treasurers office stating the previous 5 years taxes have been paid in full. (To Comply with HB 4055) | YES | NO |
| 7. Are all the parcels within the same school district. | YES | NO |
| 8. Are any parcels within the Land Bank 5/50? IF so, all parcels must be in the 5/50 for any change to occur. | | |
| 9. Proof of ownership provided for all parcels. | YES | NO |

*****PARCEL SPLITS/COMBINATIONS must be approved by Building Inspector and Assessor*****