



LAND DIVISION APPLICATION

The Land Division Application will be presented to the Village Planner for review and action. The Planner will (i) approve, (ii) approve with reasonable conditions, or (iii) disapprove the land division applied for within forty-five (45) days after receipt of the complete application package conforming to Section 5 of Ordinance 167. The Village Planner's decision will be based on Standards for Approval of Land Divisions, Section 7 of Ordinance no. 167, a copy of which is attached.

State Law now defines the parent parcel as all contiguous parcels under the same ownership as of March 31, 1997. The acreage used to develop the amount of divisions a property owner is entitled to is based on the total acreage of the entire parent tract. The remaining parent tract always counts as a new parcel for application fee purposes, but only counts against the number of State entitled divisions the first time a split occurs under PA 591.

Land division approvals shall be valid only for a period of ninety (90) days from the date of approval by the Village. Any land division activity after the ninety (90) day period is illegal.

GENERAL INFORMATION

Name of Property Owner _____

Address of Property Owner _____

Day time Phone number _____

INFORMATION ON ORIGINAL PARENT PARCEL TO BE SPLIT

Street Address _____

Property Tax ID number _____ Plat Name _____ Lot No. _____

Does Owner of Parent Parcel Own Any Property Contiguous To the Parent Parcel? _____

If "YES" List Property Tax ID numbers of Contiguous Properties _____

Total Acreage of Parent Parcel & All Contiguous Property _____

Number of Divisions Requested Under PA 591 (Original parent parcel counts as a division during first split under PA 591) _____

LAND DIVISION APPLICATION CHECKLIST

Section 5, Village Zoning Ordinance No. 167

The following items must be addressed on each Land Division Application submittal package prior to review by the Village Planner.

Compliance	Non-Compliance
<input type="checkbox"/> Application Fee Paid by Applicant	<input type="checkbox"/>
<input type="checkbox"/> Proof of Fee Ownership of the Land Proposed to be Divided and a Signature on the Application by Fee Title Owner of the Property	<input type="checkbox"/>
<input type="checkbox"/> A Survey Map or Map/Drawing of Parent Parcel Drawn to a Scale of 1:20, 1:50, 1:100, 1:200, 1:400 or 1:1000. The Scale Used Shall Best Represent the Property and Improvements. If a Map/Drawing is Submitted the Applicant Waives the 45 Day Requirement For a Decision and the Planner May Refuse Any Map/Drawing. Survey Map or Map/Drawing Will Include the Following:	<input type="checkbox"/>
<input type="checkbox"/> Parent Parcel Boundaries as of March 31, 1997	<input type="checkbox"/>
<input type="checkbox"/> All Previous Divisions Made After March 31, 1997	<input type="checkbox"/>
<input type="checkbox"/> Labeled Proposed Divisions Including Proposed Dimensions	<input type="checkbox"/>
<input type="checkbox"/> Scaled Location of Any Improvements (Bldgs., Utilities, etc.)	<input type="checkbox"/>
<input type="checkbox"/> Existing and Proposed Road Right of Ways	<input type="checkbox"/>
<input type="checkbox"/> Legal Description of Entire Parent Tract, the Newly Created Remaining Parent Tract, and All Other Newly Created Parcels. All Descriptions for Newly Created Parcels Will be Labeled to Correspond with the Survey or Map/Drawing	<input type="checkbox"/>
<input type="checkbox"/> Approval or Permit From County Road Commission for Each Proposed New Road (when applicable)	<input type="checkbox"/>
<i>And Any Other Information Deemed Necessary</i>	

\$ **APPLICATION FEE** – The fee is \$150 plus \$20 for each proposed division over two (2).

Fee is non-refundable for void or denied applications. All splits exempt under PA 591 are still required to complete the application but are not required to pay the fee and the number of exempt divisions taken do not count against the number of State entitled divisions.

I understand that planning, zoning, engineering and /or legal fees may be associated with this application review and that I will be responsible for the payment of those fees and any other applicable fees associated with this application. I certify that I will follow all requirements of Ordinance No. 167.

Property Owner's signature

Date

Received by

Date

FOR OFFICE USE ONLY – PLEASE DO NOT MARK IN BOXES BELOW

PROPERTY TAX ID NO(S) _____

NO. OF SPLITS ALLOWED BY STATUTE _____ NO. OF SPLITS REQUESTED _____

PRELIMINARY APPROVAL

APPROVED

Conditions for Approval, if any _____

DENIED

Reasons for Denial _____

Signature _____

Date _____

Planning Official

FINAL APPROVAL

APPROVED

Conditions for Approval, if any _____

DENIED

Reasons for Denial _____

Signature _____

Date _____

Planning Official

FOR COUNTY OFFICE USE ONLY

The new property ID numbers should be used when applying for any type of permit for the newly created parcel through the County, Township or Village.

SURVEY ID **NEW MAP NO.** **NEW PROPERTY ID #** **NEW STREET ADDRESS**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____