



CITY OF FENTON

301 South Leroy Street ♦ 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.



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.

<u>For Zoning Administrator Use:</u>	
Fee: _____	Consultant Retainer (Est.): _____ Total Fee Received: _____ File No.: _____
Signature of Zoning Administrator: _____	Date: _____
Additional Comments: _____	



City of Fenton

Check List for Splits

1. Is the application completely filled out?
_____ Date _____ Initials
2. Is there a Mortgage on any of the properties? Yes or No
_____ Date _____ Initials
3. If there is a Mortgage do you have a letter stating they have approval to combined/split the parcel?
_____ Date _____ Initials
4. Is there a copy of a survey (if splitting and there are buildings required with setbacks), or a copy of the plat stating what they want to do?
_____ Date _____ Initials
5. Are there before and after legals provided?
_____ Date _____ Initials
6. Do you have proof the taxes are current?
_____ Date _____ Initials
7. Are all the parcels in the same School District?
_____ Date _____ Initials
8. Is the Parcel in the Land Bank 5/50? If so, all parcels must be in the 5/50 for any change to occur.
_____ Date _____ Initials
9. Did they provide proof that they are the owners? All parcels must be deeded to same name.
_____ Date _____ Initials
10. Date stamp the application when you have a complete one.
11. Need updated Deed to transfer ownership when needed.
_____ Date _____ Initials
12. Provide proof that the parking for each parcel meets the zoning requirements.
_____ Date _____ Initials

****Parcel Splits/Combinations must be approved by Building Inspector and Assessor.****