



# 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

### 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 Planning Commission or City Manager.





**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.\*\*\***