

# LOT SPLIT APPLICATION

DELTA CHARTER TOWNSHIP  
EATON COUNTY, MICHIGAN

FEE: \$150 for 1st split,  
\$25 each additional  
split.

APPLICANT: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Office \_\_\_\_\_

OWNER: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Office \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_  
\_\_\_\_\_

GENERAL STATEMENT OF PROPOSAL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUIREMENT OF A SKETCH:** A sketch which is drawn to scale shall be attached which illustrates all property dimensions and square footage figures for both the existing and proposed lots. All existing and proposed structures should be illustrated on both the existing and proposed lots.

**NOTE:** Provisions contained in the Delta Charter Township Subdivision regulations Ordinance and the Delta Charter Township Zoning Ordinance shall govern the partitioning or dividing of lots, outlots, or other parcels of land in a recorded subdivision plat. Especially relevant to lot split requests are Article VII of the Township's Subdivision Regulations and Schedules A through F of the Zoning Ordinance.

**SIGNATURES:** I hereby certify that the information attached hereto is to the best of my knowledge true and accurate.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Applicant's Signature

## OFFICIAL USE ONLY

Date Received \_\_\_/\_\_\_/\_\_\_/

Case No. \_\_\_\_\_

FEE PAID \_\_\_\_\_

Received by \_\_\_\_\_

Date of  
Board Action \_\_\_/\_\_\_/\_\_\_/



## **PROCEDURES TO PROCESS LOT SPLIT APPLICATION**

Delta Township's Subdivision Regulations require that anyone who wishes to divide or split a platted lot must make application for approval of the lot split to the Delta Township Board of Trustees. General information about the lot split process as well as a list of lot split review procedures are described below.

### **General Information**

**FEE:** \$150 for first split, plus \$25 for each additional split.

The Township Board of Trustees normally meets on the first and third Mondays of each month at 6:00 p.m. in Public Meeting Room A of the Township Administration Building.

### **Lot Split Review Procedures**

1. The applicant files lot split application and appropriate fee with Planning Department. The applicant should also provide the Planning Department with a drawing illustrating the lots involved, all existing and proposed dimensions and lot areas, and the setbacks of all existing buildings and structures.
2. The Planning Department places the lot split request on the Township Board of Trustees meeting agenda.
3. A location map illustrating the proposed lot split is prepared by the Planning Department. This map is mailed, along with a notice stating the date of Board consideration of the lot split request, to owners and occupants of property within 300 feet of the subject parcel(s). This mailing list is prepared from the most recent Township tax rolls. The applicant is also notified of the Board's meeting date.
4. The Planning Department prepares a staff report for the Board of Trustees which determines whether the lot split request is in compliance with Article VI of the Township Subdivision Regulations and the applicable provisions of the Delta Township Zoning Ordinance. The Planning Department also makes a recommendation to either approve or deny the lot split request. This report is available at least five (5) days prior to the Board of Trustees meeting date at which the request will be considered.
5. The Board considers the lot split request at one of its regularly scheduled meetings and can approve, approve with modifications, or deny the lot split request. The applicant and public are provided an opportunity to comment on the request at this meeting.
6. If approved, the Board requires that the legal description for the new parcels resulting from the split be recorded in the office of the Eaton County Register of Deeds.
7. Appeals of the Board of Trustees decision shall be made to Circuit Court of Eaton County.

**DIVISION 6. LOT DIVISIONS [13](#)**

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[Sec. 18-212. Purpose.](#)

[Sec. 18-213. Division.](#)

[Sec. 18-214. Ownership.](#)

[Sec. 18-215. Article compliance.](#)

[Sec. 18-216. Procedure.](#)

[Secs. 18-217—18-240. Reserved.](#)

**Sec. 18-212. Purpose.**

It is the purpose of this article to provide standards pertaining to the division of platted lots within existing subdivisions.

*(Code 1992, § 16-41; Ord. No. 94-3, § 1, 4-4-1994)*

**Sec. 18-213. Division.**

- (a) Land may be detached from a lot or outlot and added to another lot, outlot or parcel following approval by the township board.
- (b) A lot or outlot may be divided into two, three or four but not more than four separate parts following approval by the township board.

*(Code 1992, § 16-42; Ord. No. 94-3, § 1, 4-4-1994)*

**Sec. 18-214. Ownership.**

The applicant shall submit a signed statement that he is the owner of the subject parcel or officially acting on the owner's behalf. If there are any liens or options on the property these shall be indicated on the aforementioned statement. If the applicant is not the owner of record (or firm or corporation having a legal or equitable interest in the land) then the name and address of the owners of record must be indicated and their signatures attached.

*(Code 1992, § 16-43; Ord. No. 94-3, § 1, 4-4-1994)*

**Sec. 18-215. Article compliance.**

Land to be detached or divided must meet the requirements of this article, the zoning ordinance and all other applicable ordinances.

*(Code 1992, § 16-44; Ord. No. 94-3, § 1, 4-4-1994)*

**Sec. 18-216. Procedure.**

- (a) *Submittal.* The applicant shall submit a land division application, the appropriate fee, and an

illustration of the requested division to the clerk.

- (b) *Notification.* Upon receipt of an application for a lot division, the clerk shall send one notice of the pending division by mail to all persons to whom real property is assessed within 300 feet of the boundary of the property in question. The notice shall be given not less than five nor more than 15 days before the date the division will be considered by the township board.
- (c) *Preparation of report.* The planning director shall prepare a report to the township board regarding the lot division request. At a minimum the report should address the following:
  - (1) The location of existing utility lines and easements shall be identified to ensure that they do not interfere with proposed building sites.
  - (2) The location of existing buildings shall be confirmed in order to confirm that said buildings do not straddle a lot line and that said buildings comply with minimum setback requirements following the proposed division.
  - (3) Provision of public water and sanitary sewer service.
  - (4) Lot divisions which result in a house being constructed behind another house shall be discouraged.
- (d) *Apportionment of utility costs, assessments, and taxes.* Where utility costs, assessments, and/or taxes have been made on a per lot basis, the planning director shall determine what additional fees may be due. Said fees must be paid before any building permits or certificates of zoning compliance are issued for the resulting lots.
- (e) *Recordation.* Properties created via a land division shall not be added to the township assessment records until the divisions have been recorded at the county register of deeds office.

*(Code 1992, § 16-45; Ord. No. 94-3, § 1, 4-4-1994)*

## **Secs. 18-217—18-240. Reserved.**

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### FOOTNOTE(S):

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*State Law reference— Further division of recorded lots, MCL 560.263. [\(Back\)](#)*