LOT LINE ADJUSTMENT APPROVAL PROCESS

EATON COUNTY, MICHIGAN

FOLLOW THESE STEPS TO ADJUST LAND PARCELS IN AREAS UNDER THE JURISDICION OF THE EATON COUNTY ZONING ORDINANCE

A Lot Line Adjustment is the adjustment of a lot line of two or more existing parcels of land making the resulting parcels of land smaller or larger. This type of adjustment is not a land division. If a lot is adjusted after March 1997 in areas under County zoning, you must show proof it was adjusted through this Lot Line Adjustment Process in order to obtain building permits. Follow the steps in this form to correctly adjust land in townships that follow Eaton County zoning.

PARCEL #1:

PARCEL TAX CODE: - - - - - School district _____

Current acreage of the property: _____ Acreage of property after adjustment: _____

Applicant (Property Owner) name: _____

Property address: _____

City, state, zip _____

Daytime phone: _____email address:_____

PARCEL #2:

PARCEL TAX CODE : - - - - - School district _____

Current acreage of the property: _____ Acreage of property after adjustment: _____

Applicant (Property Owner) name: _____

Property address: _____

City, state, zip _____

Daytime phone: _____

If more than two parcels are being adjusted please attached additional information on a separate sheet of paper.

STEP 1 DRAW A SITE PLAN FOR THE PROPOSED LOT LINE ADJUSTMENT

A site plan must be provided showing the proposed adjustment(s).

The site plan must show <u>all</u> of the following information:

(1) The parcels being adjusted in their entirety with dimensions of <u>all</u> existing property lines
(2) The proposed new property lines, their dimensions and locations
(3) Acreage of the existing parcels and as proposed
(4) All existing roads and proposed private roads
(5) Any existing structures on the properties (buildings, wells, septic system, driveways, etc.), their dimensions, and their distance to any proposed property lines.
(6) Any easements for public utilities to/from each parcel, for ingress/egress, conservation, etc.
(7) Any site characteristics including any bodies of water, wetlands, abandoned wells, slopes, etc.

STEP 2 ZONING COMPLIANCE

Submit the Site Plan of the proposed adjustment(s) along with this form to the Eaton County Community Development Department for review and approval. The proposed adjustment(s) will be reviewed for compliance with the zoning ordinance. Each adjusted parcel must meet requirements for road frontage, width to depth ratio, and setbacks. Community Development Department staff can be reached at (517) 543-3689.

Office Use: Community Development Reviewer will complete:

A. All parcels comply with minimum parcel size: YES NO
B. All parcels comply with minimum road frontage: YES NO
C. Zoning district for proposed parcels (effective today): _____
D. All parcels comply with lot coverage restrictions: YES NO Not applicable
E. Existing structures comply with setbacks: YES NO
F. Each parcel complies with width to depth ratio: YES NO (see attached site plan for calculations)
G. Complies with private road requirements of Eaton County Land Development Code: YES NO N/A
H. Complies with other applicable provisions of the Eaton County Land Development Code: YES NO
I. All adjusted parcels are in the same school district: YES NO
J. Obtained a variance from requirements from the Eaton County Board of Appeals?
Case # BA- - . (findings attached): YES NO N/A

_____ _____
Preliminary Approval Date submitted Final Approval Date approved

STEP 3 CERTIFIED BOUNDARY SURVEY

Per the Eaton County Equalization and Property Description Department, a certified boundary survey with a legal description is required for the area(s) being adjusted OR of the new parcel(s) in its entirety after the adjustment. Licensed surveyors are listed in the local phone book or on the internet. Surveys should include any easements in the property descriptions. **The Certified Boundary Survey must be recorded at the Eaton County Register of Deeds.** Additionally, the survey must match the site plan as approved in STEP 2.

STEP 4 CERTIFICATION OF PAID PROPERTY TAXES

Eaton County Treasurer review. All property taxes and/or special assessments due on the property proposed for division (for the 5 years preceding the date of this application) must be paid. Certification of payment must be obtained from the Eaton County Treasurer. Eaton County Treasurer phone number 517-543-4262.

Eaton County Treasurer: I certify, pursuant to the Land Division Act 288 of 1967, MCL 560.109(1) (i) the preceding 5 years of taxes on this date have been paid for parcel tax code # - - - -

_____ _____
Eaton County Treasurer Certification Date of Certification

STEP 5 EQUALIZATION AND PROPERTY DESCRIPTION DEPARTMENT

Eaton County Equalization and Property Description Department Fee Schedule. Lot Line Adjustment paperwork, the approved site plan from Step 2, and the recorded certified boundary survey must be submitted to the Property Description Department with payment. Property Description Department staff can be reached at (517) 543-4104.

_____ _____ $_____
Received by Date payment received Payment amount

STEP 6 RECORDING DEEDS & NEW PARCEL IDENTIFICATION/ TAX ID NUMBERS

Deeds must be recorded after Step 4 to complete the adjustment of properties!

Visit or Contact the Eaton County Register of Deeds for information on recording the deeds. (517) 543-4203.

Deeds for any newly created parcels recorded prior to December 31st of the current year will be issued a new parcel number for the following year. Parcel numbers will not be assigned to any new parcels without a recorded deed.