

APPLICATION FOR LAND DIVISIONS
Charter Township of Commerce
2009 Township Drive, Commerce Township, Michigan 48390
(248) 624-0110

Updated: June 26, 2023

This form is designed to comply with Public Act 288 of 1967, as amended, and Chapter 22 of the Charter Township of Commerce Code of Ordinances: Boundary Movements and Land Division.

Please answer all questions and include all attachments. Bring or mail this completed application to the Charter Township of Commerce at the above address.

- **This Form is to be used for land split/division requests only.** Use “Application for Boundary Movement and Parcel Combination” for all other boundary movements.
- When a **new parcel** resulting from a split/division is **fewer than 40 acres**, approval of the division of land is required before it is sold.
- If one or more nonconforming properties were previously combined, they **cannot** be divided back to their original configuration or any other configuration that creates/recreates one or more nonconforming properties
- Approval of a division is **not** a determination that the resulting parcels comply with other ordinances or regulations. Approval of this application **does not** indicate these sites are buildable or negate the need for approval from other agencies.

Date Submitted: _____

Applicant: _____ (Name)

_____ (Address)

_____ (Phone)

_____ (Fax)

_____ (Email)

General description of what you seek to accomplish: _____

SECTION I. PROPERTIES AFFECTED

A. DESCRIPTION OF LAND TO BE SPLIT:

Location of Parent Parcel to be split. Address: _____

Parent Parcel Identification Number: _____

Parent Parcel Legal Description (*describe or attach*): _____

Property served by (*check all that apply*): Sewer Water Septic Well

Property Taxes (*check one*): are are not current.

Development site limits (*check each item that represents a condition which exists on Parent Parcel*):

- Waterfront property (river, lake, pond, etc.)
- Within a flood plain
- On muck soils or soils known to have severe limitations for on-site sewage system
- Includes wetlands
- Includes a beach

Improvements (describe any existing improvements (e.g., buildings, well, septic, etc.) which are on Parent Parcel or indicate none):

B. PROPERTY OWNER INFORMATION:

Name: _____ Phone: _____

Address: _____

OWNER'S CONSENT TO APPLICANT (must be completed if Applicant is not the owner):

I am/we are the owner(s) of the above-referenced property, and hereby give consent to the applicant to make this application for land division.

Date: _____

(Owner Signature)

(Printed Name)

Date: _____

(Owner Signature)

(Printed Name)

C. PROPOSED DIVISION(S) TO INCLUDE THE FOLLOWING:

Number of new parcels: _____

Intended use (residential, commercial, etc.): _____

Vehicular access to each new parcel will be provided by (*check one*):

Frontage on an existing road or street, known as: _____

A new public road, proposed road name: _____

A new private road, proposed road name: _____

D. ATTACHMENTS (ALL OF THE FOLLOWING MUST BE INCLUDED):

- (1) Proof of the ownership interest in parent parcel. Will also need a title search, abstract of title, or other evidence showing parent parcel, or other evidence of land title sufficient to establish that the parent parcel or parent tract was lawfully in existence on March 31, 1997.
- (2) A tentative parcel map drawn to scale showing the land at issue including the parent parcel or parent tract which is the subject of the application, and the area, parcel lines, public utility easements, and the manner of proposed access for each resulting parcel. A tentative parcel map shall include:
 - (a) Date, north arrow, scale, and the name of the person or firm responsible for the preparation of the tentative parcel map;
 - (b) Proposed boundary lines and the dimensions of each parcel;
 - (c) An adequate and accurate description of each resulting parcel;
 - (d) A drawing or written description of all previous land divisions, occurring on or after March 31, 1997, from the same parent parcel or parent tract, identifying the number, area, and date of such divisions;
 - (e) The location, dimensions, and nature of proposed ingress to and egress from any existing public or private streets;
 - (f) The location of any public or private street, driveway, or utility easement existing, or to be located within any resulting parcel. Copies of the instruments describing and granting such easements shall be submitted with the application;
 - (g) The location of any street, driveway, utility easement or other encumbrance over a proposed parcel serving another parcel; and

- (h) The location of wetlands and floodplains, if any, and the proposed building location in relation to these features.
- (3) If the property has access by an easement, provide an indication of approval or permit from the Road Commission for Oakland County, Michigan Department of Transportation, or respective Township department that the proposed easement provides vehicular access to an approved existing road or street which meets applicable location standards.
- (4) A copy of any reserved division rights in the parent parcel.
- (5) A fee of \$250.00

E. FUTURE DIVISIONS

Indicate the number of future divisions, if any, which may be created in the retained portion of the Parent Parcel, but are not included in this application: _____

Indicate the number of future divisions being transferred from the parent parcel to another parcel (if any): _____ and to which parcel: _____

F. PLEASE INDICATE THE NAMES AND ADDRESSES YOU WOULD LIKE ON THE TAX ROLL FOR EACH PARCEL, IF SUCH ADDRESSES ARE KNOWN:

Parcel One	Parcel Two	Parcel Three

G. ADDITIONAL INFORMATION:

- (1) If this application is approved, a legal description including a certified survey will need to be provided to the Township before the parcel division is complete.
 - (2) If necessary, the Township may request additional title information to identify the parent parcel.
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TOWNSHIP USE ONLY

1. Reviewer's Action:

Total Fee \$ _____ Check # _____

2. Application Checklist:

- Proof of ownership for property(ies) and/or written consent signed by the owner of the properties affected.
 - Map meets requirements of the Township Code of Ordinances regulating land divisions.
 - Evidence of Land Title if necessary
 - Legal description for resulting parcel(s)
 - Fee
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3. Comments on preliminary sketch and recommendation:

Planning: _____

Building: _____

TOWNSHIP USE ONLY

Signature: _____

Printed Name: _____

Application Completed? Date: _____

Application Approved? Date: _____

Application Denied? Date: _____

Reason(s) for denial: _____

