



City of Grand Blanc

LAND DIVISIONS AND COMBINATIONS POLICY

The following policy is intended to establish an orderly procedure and standards of review for divisions or combinations of land within the City.

PROCEDURE

1. The applicant shall pay the required fees (non-refundable) and submit an application requesting to divide property, including the information listed below, to the Assessing Department.
2. The Assessing Department shall review the request along with the Community & Economic Development Department in consideration of the standards of the zoning district of the subject site.
3. Once all the above items are complete, the City has 45 days to grant approval. If at any time more information is required, the 45-day clock starts over.

SUBMITTAL REQUIREMENTS

1. The name and signatures of all owners of any legal or equitable interest in the property(ies).
2. A legal description of each parcel into which the property is to be divided prepared by a Registered Land Surveyor.
3. A copy of the most recent tax bill pertaining to the land.
4. A statement indicating any restrictions, covenants and easements that apply to or run with the land, having bearing upon the proposed division.

STANDARDS FOR REVIEW

1. The land division will not increase nonconforming situations, unless a variance has been granted.
2. Each parcel resulting from the proposed division shall have, exclusive of any area occupied by an access easement, a net area not less than that required for a lot in the zoning district; and,
3. Public water and sewer service availability to newly created lots.
4. The building envelope shall not infringe on any lake, stream, drain, 100-year flood plain, wetland or easements; shall demonstrate compatibility with existing development in the vicinity; and shall be of sufficient size to meet minimum dimensional requirements of the zoning district.

APPLICATION FEES

Land Division and Combination application fees are as follows:

Application Fee	\$100
Per split after 2 parcels	\$ 25



AFFIDAVIT OF AUTHORITY

I declare, under the authority of perjury, that I have the consent or authority of the owner to this property to act on the owner's behalf in asking for this decision for land division or combination.

Signature Dated _____

Print Name Address _____

Escrow Amount _____ Applicant Notified _____

I understand that an escrow account may have to be established to cover and reimburse the City for any costs incurred in processing this application. The failure to provide the requested funds to the City within fourteen (14) calendar days from the date of request will be considered a withdrawal and termination of this application. Any funds deposited pursuant to the requirement for an escrow account will be placed with general City funds. Any unused portions will be returned from the general funds of the City together with a statement of costs incurred.

I declare, under the penalty of perjury, that the foregoing statements are true to the best of my information, knowledge and belief.

Land Division requested by: _____
Signature

Date

APPROVED:

DENIED: REASON: _____

Tonya Lall, Assessor /Date

Theodore Sczepanski, Building Official /Date

APPLICATION FEE		\$100
# of parcel splits over 2	x \$25 =	\$ _____
# of parcel combos over 2	x \$25 =	\$ _____
TOTAL FEE		\$ _____



CHECKLIST FOR SPLITS

1. Is the application completely filled out?
DATE: _____ INITIALS: _____
2. Is there a mortgage on any of the properties? Yes No
DATE: _____ INITIALS: _____
3. If there is a mortgage, do you have a letter stating they have approval to combine/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 of ownership?
DATE: _____ INITIALS: _____
10. Date stamp the application when it is complete.
DATE: _____ INITIALS: _____

**Parcel splits/combinations must be approved by the
Building Official & Assessor.**