

APPLICATION PACKET LAND SPLIT OR COMBINATION REVIEW

COMMUNITY DEVELOPMENT DEPARTMENT
CHARTER TOWNSHIP OF PLYMOUTH
9955 N. Haggerty Road
Plymouth, MI 48170



APPLICATION PACKET
LAND SPLIT OR COMBINATION REVIEW
Community Development Department
Charter Township of Plymouth

1. PURPOSE

The purpose of the Land Split or Combination Review process is to afford the Township Administration an opportunity to determine whether the proposed land split or combination is consistent with the requirements found in Section 28.2 and 28.26 of the Charter Township of Plymouth Zoning Ordinance, and the Land Division Act, Act. 288, P.A. 1967. A copy of the Zoning Ordinance can be found on the Township website: <http://www.plymouthtp.org>. Information found in the Zoning Ordinance is essential for the completion of Land Split or Combination Applications.

2. APPLICATION REVIEW PROCESS

A. Submittal to the Community Development Department

The following items are required to be submitted for all Land Split or Combination Applications:

1. Application Form
 - a) Planning Commission & Community Development Department Application (2 pages)
 - b) Submittal Certification (1 page)

See Section 3 of this packet for instructions. A copy of the Application Form is attached and made part of this packet.
2. Certified Survey of the Existing Parcel(s) or Lot(s) and Resultant Parcel(s) or Lot(s) & Legal Description of the Existing Parcel(s) or Lot(s) and the Resultant Parcel(s) or Lot(s) (7 copies, printed at 8.5" x 14")

See Section 4 of this packet for instructions. A Land Split or Combination Review Checklist is attached and made part of this packet.
3. Proof of Title Ownership
4. Letter indicating the Property has not been Split within the last 10 Years
5. Letter indicating the Township is not Responsible for the Extension of Utilities
6. Review Fee

A copy of the current Schedule of Fees is attached and made a part of this packet. If you have any questions, please contact the Community Development Department.

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B. Technical Review

The Technical Review for Land Split or Combination Applications is a 1-step procedure. The Township Supervisor is the final approval authority for all Land Split or Combination Applications. The timeline for approval is fully dependent upon the quality of the surveys and documentation submitted to the Township.

The documentation submitted with the completed Land Split or Combination Application will be forwarded to Township Staff and Consultants for review and comments. Reports from Township Staff and Consultants will be available 2 weeks after the application submittal date, and will be emailed to the titleholder of the property, or his/her appointed project agent, as specified on the Application Form. Any necessary changes, as noted in the Staff and Consultant Reports, will need to be addressed in a revised submittal before the application is forwarded to the Township Supervisor for action.

C. Recording of the Land Split or Combination

If the Land Split or Combination Application is approved by the Township Supervisor, the Community Development Department will forward the survey documents to the Township Assessing Department for recording with Wayne County. This will signify the end of the Land Split or Combination Review process. Land Split or Combination Approval does not constitute approval of a site plan, plat, or condominium subdivision plan.

3. APPLICATION FORM

The Application Form consists of the following 2 documents: the Planning Commission & Community Development Department Application, and the Submittal Certification.

A. Planning Commission & Community Development Department Application (2 Pages)

The Planning Commission & Community Development Department Application shall be signed by the titleholder of the property. If the titleholder of the property chooses to appoint a project agent to act on his/her behalf, then the document must be signed by both the titleholder of the property, and his/her appointed project agent.

B. Submittal Certification (1 Page)

The Submittal Certification shall be signed by the titleholder of the property, or his/her appointed project agent.

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4. CERTIFIED SURVEY OF THE EXISTING PARCEL(S) OR LOT(S) & RESULTANT PARCEL(S) OR LOT(S)

The information required for the Certified Survey is provided in the Land Split or Combination Checklist, a copy of which is attached and made part of this packet. The Survey must be consistent with the requirements of the Certified Surveys Act, Public Act 132 of 1970, as amended.

5. STANDARDS FOR APPROVAL

In reviewing the application for Land Split or Combination Approval, Township Staff and Consultants shall consider the following:

- A. The proposed division or combination of land will not result in landlocked parcels, tracts, or lots.
- B. The proposed division or combination of land will not be detrimental to the future orderly development of abutting properties.
- C. The proposed division or combination of land and subsequent construction will not be contrary to the thoroughfare plan for the Township.
- D. The depth of each resulting parcel shall not be greater than four (4) times the parcel width (4:1) at the front parcel boundary.
- E. Each resulting parcel shall abut a dedicated and improved public street, or an approved private road with a dedicated private right-of-way easement and roadway pavement and improvements constructed and maintained in compliance with Chapter 7, Article 4 of the Township Code of Ordinances.
- F. Each resulting parcel shall have access to sufficient right-of-way for utilities and services (including but not limited to water, sanitary sewer, storm sewer, gas, electric, telephone, and street lighting), a driveway, sidewalks, road access and other improvements reasonably necessary for the type of development and the circumstances of the particular case.
- G. The type of roadway which will be installed within a proposed recorded easement to determine if said roadway will be suitable for the circumstances of the particular case and promote public safety.

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7. APPROVAL LIMITATION

Approval of a Land Split or Combination is not a determination that the resulting parcel(s) or lot(s) comply with other ordinances or requirements of the Township.

8. STAFF AND CONSULTANT MEETINGS

Township Staff and Consultants are available to meet with you, for a fee, if you have any questions or wish to discuss your application. Appointments are made through the Community Development Department. Cancellations must be made 24 hours in advance of the meeting. Individuals, who fail to make the appointment and fail to notify the Community Development Department, will be charged for 1 hour of the consultant's time.

LAND SPLIT OR COMBINATION REVIEW CHECKLIST

Community Development Department Charter Township of Plymouth

The following checklist is intended to be a general guide for all Land Split or Combination submittals. Please refer to the Township Zoning Ordinance for specific requirements. Care should be taken to ensure that all required information is included in the submittal.

		REQUIREMENT	PROVIDED	N/A
GENERAL INFORMATION		The name, address, and telephone number of the owner/developer.		
		The professional seal and signature, name, address, and telephone number of the person or firm preparing the land survey.		
		The scale, north arrow, and date of preparation (including revision dates).		

		REQUIREMENT	PROVIDED	N/A
CERTIFIED SURVEY OF EXISTING & RESULTANT PARCEL(S) OR LOT(S)		A Survey of the existing parcels or lots to be split or combined, and including the following information:		
		The existing boundary lines of the subject property with a metes and bounds description for each lot or parcel line.		
		The legal description of the existing subject property, including sidwell number. Acreage parcels shall be described in metes and bounds. Platted lots shall be described by lot number(s) and liber and page.		
		All existing buildings, waterways, ponds, lakes, and/or drainage sources located on the subject property.		
		The existing and proposed road right-of-way, including the centerline of the road, dimensioned.		
		The street setback line delineated, as per the Zoning Ordinance.		
		All existing easements for public and/or private utilities.		
		All front, side, and rear yard setbacks delineated, as per the Zoning Ordinance.		
		Certification by a Registered Land Surveyor.		
		A Survey of the resultant parcels or lots created through the land split or combination, and including the following information:		
		The proposed boundary lines of the subject property with a metes and bounds description for each lot or parcel line.		
		The legal description of the proposed subject property. Acreage parcels shall be described in metes and bounds. Platted lots shall be described by lot number(s) and liber and page.		
		All existing buildings, waterways, ponds, lakes, and/or drainage sources located on the subject property.		
		The existing and proposed road right-of-way, including the centerline of the road, dimensioned.		
		The street setback line delineated, as per the Zoning Ordinance.		
		All existing or proposed easements for public and/or private utilities.		
		All front, side, and rear yard setbacks delineated, as per the Zoning Ordinance.		
		Certification by a Registered Land Surveyor.		

	REQUIREMENT	PROVIDED	N/A
REQUIRED DOCUMENTS	Proof of Title Ownership.		
	A letter from the title company or titleholder of the property indicating ownership of the subject property, when the subject property was last split, and the results of any previous splits.		
	A letter from the titleholder of the property indicating that the property has not been split within the last 10 years.		
	A letter from the titleholder of the property indicating that the Township is not responsible for the extension of utilities for any resultant parcels created through the land split or combination.		
	A copy of the completed DTE Energy Application Form. The original version of the form is to be mailed to DTE.		

	REQUIREMENT	PROVIDED	N/A
PRIVATE ROAD	If a private road is being proposed, engineering drawings with sufficient detail and information must be provided for review by the Township Engineer to determine compliance with the Private Road Construction and Maintenance Ordinance.		
	Proposed easement document, if applicable.		

APPLICATION

PLANNING COMMISSION & COMMUNITY DEVELOPMENT DEPARTMENT
CHARTER TOWNSHIP OF PLYMOUTH
9955 N. HAGGERTY ROAD, PLYMOUTH, MI 48170
Phone: (734) 354-3270, Ext. 5

App No. _____
Date _____

IF THE TITLEHOLDER OF THE PROPERTY CHOOSES TO APPOINT A PROJECT AGENT TO ACT ON HIS/HER BEHALF, THE PROJECT AGENT SHALL RECEIVE ALL CORRESPONDENCE WITH COPIES TO THE TITLEHOLDER.

Titleholder of the Property

Project Agent (If other than the Titleholder of the Property)
--

Legal Name of Titleholder _____
Contact Name _____
Address _____
City, State ZIP _____
Phone Number _____
Fax Number _____
Email _____

Company Name _____
Contact Name _____
Address _____
City, State ZIP _____
Phone Number _____
Fax Number _____
Email _____

Type of Application _____

Proposed Land Use _____

Subject Property Address _____

Zoning Classification _____ Present _____ Requested _____

Is property being held under a Land Contract or Purchase Agreement? YES _____ NO _____

If yes, please submit a copy of the Land Contract or Purchase Agreement.

Property Tax ID Number(s)	Titleholder's Name	Date Title Acquired
R-78		
R-78		
R-78		
R-78		

Legal Description of Property (attach separate sheet if necessary)

If a building is presently located upon the premises, attach a photograph of the building.

Subdivision _____ Lot Number _____

OR

Metes and Bounds Description (attach separate sheet if necessary) _____

Application Fee	\$ _____	Check # _____	Date _____	Received By _____
Resubmission Fee #1	\$ _____	Check # _____	Date _____	Received By _____
Resubmission Fee #2	\$ _____	Check # _____	Date _____	Received By _____

SUBMITTAL CERTIFICATION

Community Development Department
Charter Township of Plymouth



By signing below, I certify that I have reviewed the submittal requirements found in the Township Zoning Ordinance and/or the Subdivision Regulations, as well as those found in the Application Packet from the Community Development Department, as it pertains to the application being submitted for review by the Township.

I further certify that I have included all necessary information on the plans, surveys, and/or drawings, submitted in conjunction with this application and, to the best of my knowledge, the information is complete for the project as follows:

NAME OF PROJECT: _____

ADDRESS OR LOCATION OF PROJECT: _____

PLANS DATED: _____ / _____ / _____ (Date of Last Revision)

I realize that the failure to include all of the required information may result in tabling or denial of the application.

(Titleholder or Project Agent Signature)

(Date)

(Titleholder or Project Agent Printed Name)

Fee Schedule | Planning & Zoning

CHARTER TOWNSHIP OF PLYMOUTH

Effective September 13, 2017



APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
REZONING & CONDITIONAL REVIEW	\$2,900, plus \$50 per acre, plus \$600 (<i>Recording Review Cost if a Conditional Rezoning</i>)
SPECIAL USE REVIEW	\$2,800
OPTION REVIEW (CHO, RUD, PUD)	
<u>Option Review - Planning Commission</u>	\$3,000, plus \$50 per acre
<u>Option Review - Board of Trustees</u>	\$1,600
<u>Amendments / Modifications to an Existing Option</u>	\$3,000, plus \$50 per acre
SITE CONDOMINIUM SUBDIVISION / PLAT REVIEW	
<u>Tentative Preliminary</u>	\$3,000, plus \$30 per lot
<u>Final Preliminary</u>	\$2,500, plus \$30 per lot
<u>Final (Plat) Review</u>	\$2,000, plus \$15 per lot
<u>Review at Each of the Three Stages Above (Board of Trustees)</u>	\$1,600, each regular meeting
LANDSPLIT / COMBINATION (<i>first review listed only</i>)	
<u>Lot Split (all Districts)</u>	\$1,200 plus \$100 per resulting lot* <i>*Fee doubled if more than four new parcels resulting</i>
<u>Lot Line Modification</u>	\$1,200
<u>Land Combination</u>	\$800
<u>Land Combination, Single Family Residential Only</u> (<i>excludes CHO / RUD / PUD</i>)	\$400
SPECIAL MEETINGS	
<u>Planning Commission</u>	\$2,000, per meeting
<u>Pre-Application Meetings</u>	
Engineer	\$175
Planner	\$175
OTHER APPLICATIONS	\$2,500, plus \$150 per acre
SIGN REVIEW (ARC, OS-ARC) - Per Sign	\$400
PRIVATE ROAD	
<u>Road Plan</u>	\$1,200, plus \$110 per lots over four (4)
<u>Road Maintenance Agreement</u>	\$900

Fee Schedule | Planning & Zoning

CHARTER TOWNSHIP OF PLYMOUTH

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APPLICATION TYPE	TOTAL REQUIRED AT TIME OF APPLICATION
<p>SITE PLAN REVIEW <i>(tentative review listed only)**</i> <i>** Should both tentative and final site plan review be requested at the same time, the total fee shall be increased by 1.5%.</i></p> <p><u>All Districts / Cluster Housing (CHO) / Residential Unit Development (RUD) / Planned Unit Development (PUD)</u></p> <p style="padding-left: 40px;"><u>Addition to Existing Building(s)</u></p> <p style="padding-left: 40px;"><u>CHO / RUD / PUD Review: Board of Trustees only</u></p> <p style="padding-left: 40px;"><u>Administrative Review (major)</u></p> <p style="padding-left: 40px;"><u>Administrative Review (minor)</u></p>	<p>\$3,500, plus \$150 per acre</p> <p>\$3,000, plus \$150 per acre</p> <p>\$1,600, each regular meeting</p> <p>\$2,500, plus \$100 per acre</p> <p>\$350</p>
<p>LANDSCAPE OBSERVATION & REPORT</p> <p style="padding-left: 40px;"><u>All Districts</u></p> <p style="padding-left: 40px;"><u>Additional Units for Subsequent Site Visit & Review (excluding revisions)</u></p>	<p>\$700, plus \$30 per impacted area</p> <p>\$100, per unit</p>
<p>DOCUMENT REVIEWS*** <i>***Document review fees are base fees, additional fees by the Engineer, Planner and Attorney may be invoiced on a time and material basis.</i></p> <p style="padding-left: 40px;"><u>Traffic / Impact Study</u></p> <p style="padding-left: 40px;"><u>CHO/ RUD /PUD</u></p> <p style="padding-left: 40px;"><u>Open Space Community</u></p> <p style="padding-left: 40px;"><u>Private Road</u></p> <p style="padding-left: 40px;"><u>Landscape Maintenance</u></p> <p style="padding-left: 40px;"><u>Open Space Maintenance</u></p> <p style="padding-left: 40px;"><u>Stormwater Maintenance</u></p> <p style="padding-left: 40px;"><u>Easements</u></p> <p style="padding-left: 40px;"><u>Subdivision / Condominium</u></p> <p style="padding-left: 40px;"><u>Declaration of Restrictions</u></p> <p style="padding-left: 40px;"><u>Deed Restrictions</u></p> <p style="padding-left: 40px;"><u>Master Deed / By-Laws</u></p> <p style="padding-left: 40px;"><u>Wayne County Agreements</u></p> <p style="padding-left: 40px;"><u>Other Documents</u></p>	<p>\$500</p> <p>\$350, per document</p> <p><i>A single escrow account in the amount of \$3,000 shall be established for reviews by the Engineer, Planner and Attorney (\$1,000 per consultant.) Community Development shall withdraw fees from the escrow account based on invoices submitted by the consultant based on time & materials. If any \$1,000 segment is drawn down to \$400 or less, the applicant shall submit additional funds to bring the segment back to the \$1,000 escrow. At the conclusion of the project, any remaining escrow funds shall be refunded to the applicant.</i></p>

Fee Schedule | Planning & Zoning

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TRUST & AGENCY FEES	
<p>REVIEW IMPROVEMENT PLANS</p> <p style="padding-left: 40px;"><u>Sanitary, storm sewers and watermains</u> <i>(percent of estimated construction costs)</i></p> <p style="padding-left: 40px;"><u>Part 41 sanitary sewer permit applications</u></p> <p>INSPECTION TASKS</p> <p style="padding-left: 20px;"><u>Sanitary, Township storm and water at installation;</u> Field check for: <i>Release of bonds on monuments and lot irons.</i> <i>Release of bonds on site improvements.</i> <i>Per Diem @ Daily rate.</i></p> <p>GENERAL ADMINISTRATION OF CONSTRUCTION</p>	<p>2%. Minimum Deposit = \$400</p> <p>\$300</p> <p>Minimum Deposit = 3% of construction costs or Three (3) inspection days, whichever is greater.</p> <p>2% of construction costs. Minimum Fee = \$450</p>

Note:

All revisions will be ½ of the original fee. A first review fee will be charged if revised application is submitted later than 180 days or if substantial modifications are made, per the determination of the Township.

Additional Engineering and Attorney fees may be required for all applications, and invoiced by time and material.

All recording fees are the responsibility of the applicant.

No refunds will be given once the application has been processed and funds deposited with the Treasurer's Office (excluding escrow).