

# Conway Township

8015 N. Fowlerville Road  
PO Box 1157  
Fowlerville MI 48836

Phone 517-223-0358

Fax 517-223-0533

[zoningadmin@ConwayMI.gov](mailto:zoningadmin@ConwayMI.gov)



## LAND DIVISION APPLICATION

Please answer all questions. Refer to Land Division Checklist for all required supporting documentation. All required items must be submitted before the application will be deemed complete. Upon receipt of all required items, the Township will submit the request to the Zoning Administrator which shall have 45 days to review and provide a decision. Conway Township reviews all land division requests in compliance with the Michigan Land Division Act, 1967 PA 288, as amended, MCL 560.101 et seq., and applicable ordinances.

### 1. PARENT PARCEL.

Address/location of Parent Parcel to be split: \_\_\_\_\_

Parent Parcel Identification Number: \_\_\_\_\_

Parent Parcel size in acres \_\_\_\_\_ Parent Parcel legal description (DESCRIBE OR ATTACH) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### 2. PARENT PARCEL OWNER INFORMATION.

|                 |
|-----------------|
| Owner Name      |
| Mailing Address |
| City/State/ZIP  |
| Phone Number    |
| Email           |

|                 |
|-----------------|
| Owner Name      |
| Mailing Address |
| City/State/ZIP  |
| Phone Number    |
| Email           |

Any other party with an ownership interest in the Parent Parcel? \_\_\_ No \_\_\_ Yes, if so list \_\_\_\_\_

Property tax payment certification

**Property Tax Payment Certification from Livingston County Treasurer's Office**

Any mortgage or other lien on the Parent Parcel? \_\_\_ No \_\_\_ Yes, if so list \_\_\_\_\_

**3. PROPOSED DIVISIONS.**

- A. Number of new parcels \_\_\_\_\_ Intended use (Residential, Commercial, etc.) \_\_\_\_\_
- B. Each parcel has depth to width ratio of 4 to 1 or \_\_\_\_\_ to \_\_\_\_\_ (must be permitted by ordinance)
- C. Each parcel has a width of \_\_\_\_\_ (not less than required by ordinance)
- D. Each parcel has an area of \_\_\_\_\_ (not less than required by ordinance)
- E. All created parcels will have access to a public or private road by frontage on (check one):
  - Existing public road, name \_\_\_\_\_  New private road, proposed name \_\_\_\_\_
  - Existing private road, name \_\_\_\_\_  New private drive easement
  - Existing shared private drive easement, number of other parcels using for access \_\_\_\_\_

For any new private road or private driveway, applicant must submit a proposed easement and maintenance agreement for Township attorney approval. Model agreements are available upon request for applicant use.

**4. FUTURE DIVISIONS.** Any future divisions being transferred from Parent Parcel to another parcel? No Yes If Yes, indicate number transferred \_\_\_\_\_ and attach a completed Michigan Department of Treasury Form L-4260a, *Notice to Assessor of Transfer of the Right to Make a Division of Land*.

**5. SPECIAL FEATURES.** Check all conditions existing on the Parent Parcel:

\_\_\_\_\_ Wetlands \_\_\_\_\_ Wooded \_\_\_\_\_ Body of Water (river, lake, pond, etc.)  
\_\_\_\_\_ Flood Plain \_\_\_\_\_ Muck Soils or soils known to have severe limitation for a site sewage system.

**6. EXISTING IMPROVEMENTS.** Describe any existing improvements, such as buildings, structures, well, septic, etc., which are on the Parent Parcel or indicate "None."

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. SURVEY.** A survey supporting this Land Division application and meeting all requirements set forth on the Land Division Checklist has been completed. \_\_\_\_\_ Yes \_\_\_\_\_ No.

**8. ACKNOWLEDGEMENT.** The undersigned owners acknowledge that any approval of the request for land division is not a determination that the resulting parcels comply with other applicable ordinances, rules or regulations which may control the use or development of the parcel including granting of a land use permit. Owners also understand that ordinances, laws and regulations are subject to change and any approved land division is subject to such changes that may occur before the recording of the division or the development of the parcels. Owners have complied with the requirements of the Land Division Checklist and warrant to the Township that all statements and representations made in the application and supporting submissions are true and accurate.

**Fee:** \_\_\_\_\_ (Check fee schedule)

\_\_\_\_\_  
Property Owner or Authorized Representative's Signature Date: \_\_\_\_\_

Witness of Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned notary public, personally appeared \_\_\_\_\_ proved to me through satisfactory evidence of identification, which was \_\_\_\_\_ to be the person whose name is signed on the preceding or attached document in my presence.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Commission Expiration Date of Notary Public

\_\_\_\_\_  
Property Owner or Authorized Representative's Signature Date: \_\_\_\_\_

Witness of Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned notary public, personally appeared \_\_\_\_\_ proved to me through satisfactory evidence of identification, which was \_\_\_\_\_ to be the person whose name is signed on the preceding or attached document in my presence.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Commission Expiration Date of Notary Public

*For Township use only:*

Application Completed Date: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Denial Date: \_\_\_\_\_ Reason for denial: \_\_\_\_\_

|                         |
|-------------------------|
| Fee \$ _____            |
| Escrow \$ _____         |
| Date \$ Received: _____ |
| Check #: _____          |

Administration Fee:

- First division \$75
- Each additional division \$40
- Application fee \$200
- PA 116 withdrawal \$450