

CHECKLIST FOR LAND DIVISION

This checklist is for applicant's general assistance. It is not intended to amend or modify the Township's Zoning Ordinance or Master Plan in any manner. Applicants are strongly encouraged to purchase a copy of the Township Master Plan and Zoning Ordinance. Applicant must compile **fifteen complete packages** containing each required submittals including the application.

The Deerfield Township Planning Commission meets the third Thursday of every month at 7:30 p.m. at the Deerfield Township Hall. All applicants must submit the following information and after review the township will inform the applicant which Planning Commission Meeting this item will be scheduled

The Applicant must provide the following:

1. Fees as required on the Fee Schedule, plus an escrow amount as determined by the Township Clerk.
2. Proof of current taxes paid on parcel.
3. Valid deed or land contract. (if land contract, must provide letter from land contract holder giving approval to proceed)
4. Approved/signed Zoning Amendment Form or evidence that the parcel is properly zoned to allow for splits in accordance with the Township Ordinance.
5. Stamped, certified, engineered drawing showing proposed land divisions with any and all buildings accurately located and showing setbacks, any easements, well and septic, gross and net acreage of lots being created clearly shown on the drawing – and any other item in accordance with the Township Zoning Ordinance. Application must be accompanied by a legal description of each proposed parcel, new and remaining.
6. Livingston County Road Commission approval for all proposed driveway/private road entrances.
7. Private Road Maintenance Agreement, with legal description attached, is required for all shared driveways and private roads.
8. Property needs to be staked out with marking ribbons at least one week prior to the Planning Commission meeting. Staking must clearly show the proposed land divisions.
9. Review of the Land Division Application is conducted by the Deerfield Township Planning Commission, which will make a recommendation on what action to take to the Deerfield Township Board. The Board will then review the application and make the final decision.
10. Owner or Representative must attend the meeting.

APPROVED SPLITS AND COMBINATIONS INSTRUCTIONS

One week after approval of your Land Division Application please contact the Township Assessor to obtain your new parcel identification numbers.

Also the State of Michigan requires Homestead Exemption information be updated whenever a split or combination has occurred. **The property owner is responsible for rescinding his or her homestead exemption** for the retired parcels. Also **the property owner is responsible for applying for a new homestead exemption** for the new parcel or parcels.

Upon final township approval of any and all splits and or combinations, the assessing department will automatically deny all homesteads related to splits and combinations for the next following tax year. This may have an adverse economic affect upon your future tax bills.

Homestead Rescind Forms and Homestead Exemption Forms are available at the Deerfield Township Offices.