

**Land Division Application Fee \$ \_\_\_\_\_ Additional Fee \$ \_\_\_\_\_**

**Windsor Charter Township, Eaton County**

Instructions: Approval of a division of land is required before ownership is transferred when the new parcel is less than forty (40) acres and not a property line adjustment or combination of properties. This form is designed to comply with rules, regulations and ordinances adopted pursuant to Public Act 288 of 1967, Michigan Land Division Act ("Act"), as amended and the Windsor Charter Township Zoning Ordinance or Village of Dimondale Zoning Ordinance ("Zoning Ordinance") regulating the size, shape and proportion of property in the Township.

All questions MUST be answered and the application SHALL include all attachments as requested or it will be returned as incomplete.

Completed applications may be mailed or delivered to: Windsor Charter Township Assessor, 405 W. Jefferson St., Dimondale, Michigan 48821

**1. Location of Parent Parcel to be Divided:**

a. Address- \_\_\_\_\_

If Vacant, Frontage Road Name \_\_\_\_\_

b. Parent Parcel Id. #- 23 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

c. Legal Description of Parent Parcel (Attached Additional Sheets where Necessary):

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

**2. Property Owner Information:**

a. Name(s)- \_\_\_\_\_

b. Mailing Address- \_\_\_\_\_

c. City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

d. Phone Number- \_\_\_\_\_ Email- \_\_\_\_\_

**3. Applicant (if not the Property Owner):**

a. Name(s)- \_\_\_\_\_

b. Mailing Address- \_\_\_\_\_

c. City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

d. Phone Number- \_\_\_\_\_ Email- \_\_\_\_\_

e. Please Have the Owner Sign to Attest Permission to Apply for Land Division on Their Behalf or Provide Attachment Declaring Same-

4. Proposal: \_\_\_\_\_

a. Number of New Parcels- \_\_\_\_\_ Intended Use- \_\_\_\_\_

b. A Property Survey Signed and Sealed by a Professional Surveyor is Required for All Properties Resulting From Land Division, Including the Remainder of the Parent Parcel. Attach Survey to Application.

c. Attach Legal Description of Parent Parcel Remainder and Proposed Divisions.

d. All Properties Resulting From Land Division, Including the Remainder of the Parent Parcel Shall Meet All Applicable Requirements of the Zoning Ordinance Governing Minimum Area, Width, Depth and other Dimensional Requirements.

5. Number of Divisions Being Transferred:

a. Number of Divisions to be Transferred From the Parent Parcel to Another Parcel? \_\_\_\_\_  
Specifically Identify Which Parcels Are to Receive Transferred Divisions and How Many On Attached Survey.

6. Other Agency Approval:

a. Provide any municipal approvals necessary for the division, including but not limited to Zoning Board of Appeals, Planning Commission, Township Board or Village Council.

b. Provide Approval or Permit from Eaton County Road Commission or Village Street Administrator for Proposed Access to Division and/or Remainder.

7. Certification from the County Treasurer (1045 Independence Blvd, Charlotte, MI- Ph. 517.543.4262) that all taxes have been paid for the preceding five years has been attached ☒ Yes ☐ No

8. To the Best of My Knowledge, All Information Provided Herein is Accurate and in Compliance with All Applicable Rules, Regulations and Governing Ordinances:

Owner/Authorized Applicant Signature-

\_\_\_\_\_

Date-

\_\_\_\_\_