

Bridgewater Township Land Division Review Procedure

Where Do I Get Application Forms?

Application forms are available to print on the last page of this procedure. Application forms are available online at www.twp-bridgewater.org and also available at the township hall and may be returned there to our staff during posted office hours. You may also mail your completed application directly to the address below:

Mary Rider, Assessor
Bridgewater Township
10990 Clinton Road
Manchester, MI 48158
bridgewaterwpassessor@yahoo.com
(517) 456-7728
(517) 980-6819

What Do I Submit?

1. Three (3) copies of the completed application form and supporting documents must be submitted.
2. Written verification and proof of ownership of all owners of record of the parent parcel or parent tract (i.e. provide copies of warranty deed, quit claim deed accompanied by the underlying warranty deed, land contract, or other legal document of conveyance).
3. A documented history of ownership of the parent parcel or parent tract to be divided as of January 1, 1997 through date of application, including any adjacent lots or acreage parcels which were under the same ownership.
4. The parcel identification number(s) of the parent parcel or parent tract and a copy of the most recent tax bill(s) pertaining to all the parcel(s) involved in the division.
5. A true and accurate survey or engineer registered in the State of Michigan, including both a drawing to scale and full legal description, of the parent parcel or tract. The survey shall include the following:
 - All dimensions of existing property lines and easements;
 - Location of all existing buildings, wetlands, lakes, streams, ponds, drives, public and private roads, easements, wells and septic fields, including setbacks from all property lines;
 - The size (acres) of parent parcel or tract.

The reviewers may waive the required survey where they find that the legal description and supporting drawings or plans (such as previously prepared surveys and legal descriptions for adjoining parcels) are adequate to insure the accuracy of the application materials.

6. A scale drawing of the parent parcel or tract as it will appear following the proposed division, including the following information:
 - North arrow, date and scale
 - Existing and proposed lot lines and dimensions.
 - Existing utilities and County drainage courses within the proposed lot lines.
 - Location and dimensions of existing and proposed easements, roads and lot irons.
 - Existing structures on the parent parcel or tract, including whether they are to remain, and their relationship to the proposed resulting parcels.

- All required front, rear and side yard setbacks resulting from the requested division, and setbacks from property lines to all proposed buildings, drives, easements, wells and septic systems.
 - The proposed location and type of access to each resulting parcel. (Where a private road is proposed, conformance with the Bridgewater Township Private Road Ordinance is required).
 - Total acreage for each resulting parcel (gross and net).
7. If any resulting parcel, in whole or part, is being combined with other land, the land being combined shall be included on the scale drawing required above. Upon preliminary approval of the proposed division, said combined parcels shall be placed under one legal description and a copy of the description shall be provided with all other documents required for final approval.
 8. A written statement, signed and attached to the application form by the applicant and all owners of record, stating that: “The transfer or conveyance of the right to make further divisions(s) exempt from the platting process requirements of the Land Division Act shall be recorded with the deed.”
 9. A written statement signed and attached to the application form by the applicant and all owners of record, stating that: “The deeds for all resulting parcels that are the subject of this application shall contain the following statement: ‘This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right To Farm Act.’”
 10. Written verification of approval by the Washtenaw County Road Commission for any public road proposed to be constructed to provide access to any of the resulting parcels created by the proposed land division.
 11. Written verification of approval by the Washtenaw County Road Commission for the design of the intersection of any proposed private road with any public road.
 12. Written verification of approval by the Washtenaw County Road Commission for the design of the intersection of any proposed driveway with any public road, or other evidence demonstrating that the access meets the standards of Act 200 of the Public Acts of 1969.
 13. Additional information as required by the Township to verify application information, geographic site data or to clarify status of other governmental reviews and approvals.
 14. Land Division Certificate for all Land divisions and Boundary adjustments.
 15. All applicable review fees as established by resolution of the Township Board.

Note: Incomplete or inaccurate submittal may result in significant delay.

Does An Approved Land Division Allow Me To Begin Construction?

No. Land Division Approval does not authorize construction. If your division is approved, a certificate of zoning compliance and building permits are required prior to construction.

How Much Does The Application / Review Process Cost?

Attached to this application is a fee schedule which identifies costs.

Note: The Township’s Planning Consultant is also available for a Pre-Application conference to discuss your request, review procedures, timing etc. Costs associated with this service are listed on the attached schedule of fees.

Bridgewater Township
Application for Land Division Review

Applicant: _____

Address: _____

Phone: _____ Fax: _____

Property Location: _____

Parcel ID# of Lot, Parent Parcel/Tract: _____

Complete Legal Description Attached Included on Plan

Present Zoning: _____ Present Use: _____

Number of Divisions Proposed: _____ Area of Parent Parcel: _____ Acres

Are You The Sole Legal Owner Of The Property? YES NO

Provide names, addresses and signatures for all persons with a legal or financial interest in the property.
All persons having legal interest in the property must sign this application.

Name (Please Print) Address Interest Signature

1. _____
2. _____
3. _____

I do hereby swear that all the statements, signatures, descriptions and exhibits submitted on or with this application is true and accurate to the best of my knowledge and that I am authorized to file this application and act on behalf of all owners of the property.

Signature of Applicant

Date

***Submit Three (3) copies of this application and all

plans*** Office Use Only

Date Received: _____ By: _____ Fee Paid: _____

Application Sufficiency Review (Date): _____ Preliminary Review (Date): _____ Final Review (Date): _____

Approval _____ Approve with conditions _____ Denial _____

CASE NO. DIV



Land Division Tax Certification

Pursuant to the Land Division Act 288 of 1967, MCL 560.109(1)(i), this certificate certifies that current and the preceding years of taxes on this date, _____ have been paid for the following parcel(s):

Parcel Number:

Property Address:

Legal Description:

Owner Information:

Name: _____ Phone #: _____

Street: _____ Email Address: _____

City, State, Zip Code: _____

Washtenaw County Treasurer Certification:

Sec. 135 Act 206, 1893 as Amended – (Sec. C.L. 1929)

Date: _____

I hereby certify that there are no tax liens or titles held by the State of Michigan on lands described below, and that there are no tax liens or titles held by individuals on said lands for all years preceding the first day of March and that the taxes for said period are paid, pending subsequent decisions by the Board of Review, the Michigan Department of Treasury, the Michigan Tax Tribunal, or the State Tax Commission.

Washtenaw County Treasurer

Split Certificate Number: _____

Statutory Fee of \$ _____ collected: Check: _____ Cash: _____ Credit/debit card: _____

City/Township/Village Treasurer Certification:

Sec. 135 Act 206, 1893 as Amended – (Sec. C.L. 1929)

Date: ___/___/___

I hereby certify that, pending subsequent decisions by the Board of Review, the Michigan Department of Treasury, the Michigan Tax Tribunal, or the State Tax Commission, current year’s taxes issued to date have been paid:

Summer Bill: ___/___/___ Village Bill: ___/___/___ Winter Bill: ___/___/___

Signature / Initials: _____

Name & Title: _____

Office of the Water Resources Commissioner Certification:

Sec. 135 Act 206, 1893 as Amended – (Sec. C.L. 1929)

Date: ___/___/___

I hereby certify that all multi-year drain debt costs apportioned to this parcel have been paid:

Drain Project Name: _____ Date Paid: ___/___/___

Signature / Initials: _____

Name & Title: _____

Date: _____

Original: Retained by Customer
Copy: Filed with Township or City Assessor