

**CONWAY TOWNSHIP  
LAND DIVISION CHECKLIST**

Application's for land division will include all the required articles listed in Section 19.4(A-G)(6) of the Conway Township Zoning Ordinance.

- A. 12 copies of the land division application at least (14) calendar days prior to the Planning Commission Meeting submitted to the Conway Township Clerk. During regular office hours.
- B. The name and signatures of all owners of any legal or equitable interest in the property(ies).
- C. A legal description of each parcel into which the property is to be divided prepared by a Registered Land Surveyor.
- D. A copy of the most recent tax bill pertaining to the land. PLEASE NOTE- Land Division cannot happen if Taxes are not paid in full.
- E. A statement indicating any restrictions and/or covenants which apply to or run with the land, having bearing upon the proposed division.
- F. Documentation from the Livingston County Road Commission stating that the proposed lot(s) has adequate sight distance.
- G. A survey and plan of the property to be divided, accurately drawn at a scale of not smaller than one inch equals one hundred feet (1"=100'). Prepared by a Registered Land Surveyor or Civil Engineer licensed to practice in the State of Michigan and showing at least:
  - 1. ALL existing buildings and structures on the site, and building and structures located on abutting property within fifty (50) feet of the lot to be divided.
  - 2. Boundaries of any water body, wetland, or woodlot located on the site.
  - 3. Boundaries of all proposed divisions, with complete dimensions and area of each proposed resultant parcel.
  - 4. Proposed access to all land divisions.
  - 5. Proposed public utility easement locations, with dimensions.
  - 6. Proposed limits within which principal structure and auxiliary buildings shall be confined on such parcel, with dimensions.
- H. All Township Ordinances have been complied with.