

# Conway Township

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## LAND DIVISION CHECKLIST

Applicant Name: \_\_\_\_\_

- Completed Land Division Application.
- Proof of ownership (copy of deed). Township may request additional documentation.
- Survey sealed by a licensed surveyor showing at least the following with not less than 1"=100' scale:
  - Current boundaries (as of March 31, 1997)
  - All previous divisions made after March 31, 1997 and when made, or note "no prior divisions"
  - The proposed division(s) including legal descriptions for each new parcel
  - Dimensions of the proposed divisions
  - Existing and proposed easements, roads, shared driveways, and/or rights-of-way.
  - Easements for public utilities from each existing and proposed parcel.
  - All existing improvements on the subject property as noted on application.
  - Any existing building and structures located on abutting property within 50 feet of the Parent Parcel.
  - Boundaries of any Special Features as noted on the application.
  - The distance between any proposed private road and adjacent property lines (if within 40 feet, a public hearing must be held).
- Proof of payment of all property taxes and special assessments to date.
- Approval from the Livingston County Road Commission for site distance and any proposed new shared driveway or private road.
- If the proposed access to any parcel is by a new private road or shared private driveway, a proposed easement and maintenance agreement for the Township attorney review that complies with Section 16.07 of the Conway Township Zoning Ordinance. Model agreements are available upon request. All Private Road and Shared Driveway Easement and Maintenance Agreements must be recorded with the Livingston County Register of Deeds and filed with the Conway Township Clerk after the road or shared drive site plan has been approved by the Planning Commission (unless a waiver is obtained). Site plan approval, if applicable, and recording of the agreement must occur before a land use permit may be issued.
- Is the proposed parcel part of PA116 Farmland Preservation Program?  Yes  No
- Property Tax Payment Certification from the Livingston County Treasurer's Office.
- A copy of State of Michigan Form L-4260a – *Notice to Assessor of Transfer of the Right to Make a Division of Land* (if future divisions will be transferred).
- Any mortgage or other lien on the Parent Parcel? \_\_\_ No \_\_\_ Yes, if so list \_\_\_\_\_
- Payment of all applicable fees: Filing fee \$ \_\_\_\_\_ Escrow \$ \_\_\_\_\_ (see Fee Schedule).

**NOTE TO ALL APPLICANTS.** Please provide \_\_\_\_\_ copies of all documents listed above. Approval of your land division by the Conway Township Land Division Committee does not mean that your parcel is buildable or otherwise complies with any other applicable Conway Township ordinances or regulations. All Land Use permit requirements must be met separately and in accordance with the Conway Township Zoning Ordinance. ANY DIVISIONS ANTICIPATING ACCESS BY WAY OF A NEW PRIVATE ROAD OR SHARED DRIVEWAY MUST ALSO RECEIVE SITE PLAN APPROVAL FROM THE CONWAY TOWNSHIP PLANNING COMMISSION. SHARED DRIVEWAYS PROVIDING ACCESS TO NO MORE THAN 2 RESIDENTIAL LOTS MAY REQUEST A WAIVER FROM THE PLANNING COMMISSION