



- Site Plan Review
- Rezoning
- Use Requiring Special Approval
- Land Division
- Land Division & Combination
- Road Profile
- Other

PLAN REVIEW APPLICATION

Highland Township Planning Department, 205 N. John St, Highland, Michigan 48357 (248) 887-3791 Ext. 2

Date Filed: _____ Fee: _____ Escrow: _____ Case Number: _____

NOTICE TO APPLICANT AND OWNER

BY SIGNING THIS APPLICATION, THE APPLICANT AND OWNER ACKNOWLEDGE ONE OR THE OTHER OR BOTH ARE RESPONSIBLE FOR ALL APPLICATION AND CONSULTANT FEES THAT ARISE OUT OF THE REVIEW OF THIS REQUEST THE OWNER ALSO AUTHORIZES THE TOWNSHIP TO PLACE A SIGN ON THE PROPERTY, IF NECESSARY, TO INFORM THE PUBLIC OF THE PENDING MATTER BEING REQUESTED.

REQUIRED COPIES OF PLANS

INITIAL REVIEW: 2 HARD COPIES OF PLANS AND .PDF COPY OF PLANS
 CONSULTANTS REVIEW OF APPROVED PLANS SUBJECT TO CONDITIONS: 5 COPIES AND .PDF COPY

1. APPLICANT INFORMATION

NAME: _____
 ADDRESS: _____

 PHONE: _____
 EMAIL: _____

OWNER INFORMATION

NAME: _____
 ADDRESS: _____

 PHONE: _____
 EMAIL: _____

2. PROPERTY INFORMATION

ADDRESS OR ADJACENT STREETS: _____
 LOT WIDTH: _____ LOT DEPTH: _____ LOT AREA: _____
 PARCEL IDENTIFICATION NUMBER(S): _____

3. PROJECT INFORMATION

PROJECT NAME: _____
 PRESENT ZONING: _____ PROPOSED ZONING: _____
 PRESENT USE: _____ PROPOSED USE: _____

APPLICANT

SIGNATURE: _____
 PRINT NAME: _____

On the ___ day of _____, _____ before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

State Of Michigan
 County Of Oakland

Notary Public: _____

OWNER

SIGNATURE: _____
 PRINT NAME: _____

On the ___ day of _____, _____ before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

State Of Michigan
 County Of Oakland

Notary Public: _____

• If there are Co-Applicants and/or Co-Owners associated with this property(ies) to be acted upon, please submit a Notarized Co-Applicant's and/or Co-owner's "Interest in Property Certificate" with this application. The person signing this cover sheet will be considered the official designee for the group and all correspondence will be addressed to this person.

• A notarized letter giving the Applicant authorization to represent the Owner is also permitted in lieu of a signature on this application. The person signing this cover sheet, however, will be considered the official designee for the Owner and all correspondence will be addressed to this person.

LAND DIVISION
ADDITIONAL REQUIRED INFORMATION
ATTACHMENTS

1. Location Map (include an address, description of the property, directions to the property relative to nearest major cross roads and/or adjacent address).
2. Property located on a Section Parcel Id Map.
3. Aerial Photo if possible.
4. A drawing of the existing property (ies) as it currently exists with all building sizes and setbacks shown to scale. If there are any wetlands, hazardous areas, steep slopes greater than 1 on 1, these areas should also be noted on the drawing.
5. A drawing of the proposed split or split and recombination.
6. Subdivision Control Act Certification.
7. Land Division Tax Payment Certification.
8. Copy of most recent tax bill.
9. A statement as to what use the property (ies) will be put to when they are divided.
10. A copy of all restrictions (use, development, private road, utility easement, etc.).
11. Previous action by any Township Boards or Commissions.
12. Proof of ownership. (Warranty Deed, Land contract, etc.)

SUBDIVISION CONTROL ACT CERTIFICATION

Some requests for land division may not be approved because they are in violation of Act 288 of the Public Acts of 1967, as amended, by the State of Michigan, said Act being known as the "Subdivision Control Act." The applicant shall certify that the request being made has been checked for compliance with regard to this Act. Special concern should be given to those parcels that are over ten (10) acres in size and there is a desire to divide them up into parcels less than ten (10) acres in size, On the other hand, dividing platted lots or combining and redividing platted lots is almost never an issue. For your own information and certification of compliance, please check with a competent engineering professional or title company representative so that you can complete this form.

I, _____ certify that I have checked for compliance with regard to act 288 of the Acts of 1967, said Act being known as the "Subdivision Control Act" and that this land division request meets the requirements of said act as follows:

_____ There have not been any land divisions related to this parcel.

_____ The land division that have been related to this parcel have occurred as follows:

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

Land Division
Tax Payment Certification

I agree that all taxes due at the time the land division is processed by the Assessing Department will be paid prior to the issuance of new tax descriptions and parcel identification numbers.

Current Sidwell Number: _____

(Signature)

(Signature)

(Date)

State of: _____

County of: _____

On the _____ day of _____, 20____, before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the fore going instrument, and _____ acknowledged to me that _____ executed the same.

Notary Public:

My Commission expires: _____

INTEREST IN PROPERTY CERTIFICATE

I certify that I also have interest in the following property (ies):

Sidwell Number: _____

Legal Description: _____

I am a _____ Co-Applicant _____ Co-Owner

Name: _____

Address: _____

Phone No.: _____

Signature: _____

Date: _____

State of: _____

County of: _____

On the _____ day of _____, 20____, before me, a Notary Public, personally appeared the above named person whose signature appears above, and who executed the foregoing instrument, and _____ acknowledged to me that _____ executed the same.

Notary Public:

My commission expires _____

FEE RESPONSIBILITY CERTIFICATE

I/we acknowledge that the applicant and/or owner is responsible for all specific engineering, legal or planning fees that arise from review of the attached application.

All fees must be reimbursed to Highland Township within 30 days of billing or before any permits are issued, which ever is first.

Under certain conditions, I/we acknowledge that the Township may require fees to be paid in advance into an escrow account.

Current Sidwell Number: _____

(Signature)

(Signature)

(Date)

STATE OF MICHIGAN
COUNTY OF _____

On the _____ day of _____, 20____, before me, a Notary Public, personally appeared the above named person whose signature appears above and who executed the foregoing instrument and _____ acknowledged to me that _____ executed the same.

Notary Public:

My commission expires: _____