

## PROCEDURE FOR LAND DIVISION

1. Contact Assessor to determine whether:
  - A. Land Divisions are available on your parcel.
  - B. Property owner has the land division rights.
  - C. The property conforms to Putnam Township Zoning (assessor will verify Zoning and Future Land use with Zoning Administrator/Supervisor).
  
1. If the answers to # 1 are yes then complete a land division application. Applicant shall submit a scale drawing with dimensions of proposed parcels, all buildings and improvements including setbacks.
  
2. Applicant to apply for Sight Distance Review from Livingston County Road Commission.
  
3. Return completed application, sight distance approval, proof that all taxes are paid along with applicable fees to Putnam Township Clerk. The fees are:  
1<sup>st</sup> division \$50.00 and \$20.00 for every division thereafter.
  
4. Township Clerk verifies that the application is complete and all requirements are included.
  
5. Township Clerk posts meeting. Meetings are the Second and Fourth Tuesday as needed. Applications must be received one week prior to the meeting.
  
6. Land Division committee meets.
  
7. Assessor notifies owner of decision within 45 days.
  
8. If land division was approved property owner submits survey and all required information to assessor for new parcel numbers.

Amy Pashby  
Putnam Township Assessor  
3280 W. M-36  
Pinckney MI 48169  
734-878-3131

# Putnam Township

## Land Division Application

### 1. Applicant name

Address

City

State

Zip

Phone/Fax (work)

Phone/Fax (home)

Interest in property (check one)

Owner

Tenant

Option

Other

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### 2. Property Owner Information (If different than Applicant)

Name

Address

City

State

Zip

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### 3. Parent Parcel Information

Address

Parent Tax Code  
Number

a. Legal description of parent  
parcel (or attach)

b. Size of parent parcel

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### 4. History of Parent Parcel or Parent Tract

a. Identify the owner of the parent parcel or tract on March 31, 1997

- b. Identify the owner on March 31, 1997, of parcels sharing a common property line with the parent parcel or tract on March 31, 1997
- c. Has the parent parcel or tract been divided since March 31, 1997? \_\_\_\_\_  
If yes, attach a separate sheet of paper giving a history of all parcels that were divided from the parent parcel since March 31, 1997.
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**5. Proposed Division**

- a. Number of new parcels
- b. Write here, or attach a legal description of each resulting parcel
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**6. Supporting Material**

- checklist

- A. Survey of the land proposed to be divided -OR-  
B. Tentative parcel map which is a scale drawing.

The survey or tentative parcel map shall include the following information

1. Parent parcel boundaries as of March 31, 1997
  2. Show all previous divisions made after March 31, 1997
  3. Parcel lines of all proposed divisions
  4. Dimensions and area of the proposed divisions.
  5. Accessibility
  6. Easements for public utilities.
  7. Parcel width.
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**7.** If the resulting parcel from a division is less than one (1) acre in size, then provide documentation that each proposed parcel has the following:

- a. Public water or county health department approval for the suitability of an on-site water supply.
  - b. Public sewers or county health department approval for an on-site sewage disposal system
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**8.** Affidavit by Applicant

The Applicant agrees that the statements made in this document are true and if found not to be true, the application and any approval will be void. Further, the Applicant agrees to comply with the conditions and regulations provided under the State Land Division Act and the Putnam Township Land Division Ordinance.

I further understand that if Putnam Township approved the proposed division resulting in a parcel less than one (1) acre in size and a land use permit or building permit is not issued for that parcel, Putnam Township and its officers and employees will have no liability.

I further understand that the approval of the land division is not a determination that the resulting parcels comply with the Putnam Township Zoning Ordinance, or general ordinances, and that the resulting parcels must comply with the Putnam Township Zoning Ordinance and all applicable general ordinances before any land use permit, special use permit, or other permits will be issued by the township to utilize said property.

Dated

Property Owners Signature

Fee

Received by

Date

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**9. Township Approval/Disapproval**

a. Putnam Township approves the divisions as proposed by the Applicant

Yes          No

b. Reasons for denial

Dated

Signature

Signature

Signature

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**NOTICE TO APPLICANT**

The approval of this division is not a determination that the resulting parcel complies with the Putnam Township Zoning Ordinance or other general township ordinances. The Township and the officials and employees shall not be liable for approving a land division if a land use permit and/or building permits for construction on a parcel are subsequently denied because of inadequate water supply, sewage disposal facility, failure to meet Township zoning ordinances and general ordinances, or otherwise.

Putnam Township and its officers and employees are not liable if a land use permit and/or building permit are not issued for a resulting parcel because the parcel is less than (1) acre in size, lacks either public water and sewers or health department approval for on-site water supply and on-site sewage disposal.



**INSTRUCTIONS TO APPLY FOR RESIDENTIAL  
DRIVEWAY APPROACH PERMIT OR SIGHT DISTANCE /  
LAND SPLIT REVIEW**

1. Fill in the residential driveway approach permit application as completely as possible, including applicant/property owner and contractor information, if known. **A survey sketch is required.** If you have obtained the application via the website, this application has “fill-in form” capability and can be printed for submittal.
2. See sight distance specifications (on the reverse side) before staking your proposed location. Make any necessary improvements to meet these sight distance guidelines prior to our inspection. These improvements may include tree, brush and embankment removal. Written permission from adjoining property owners is required when the obstructions are not within your road frontage. If applicable, all tree stumps must be flush cut or removed. Failure to meet the sight distance and clear vision area requirements will result in delaying issuance of your permit and shall require an additional \$15.00 fee per inspection (the initial permit fee includes two inspections).
3. Place three stakes along the road frontage (if applicable). One stake at each property corner and one stake at the centerline of the driveway approach location. If using an existing driveway you may place stakes on each side of the driveway. The stakes should be no further than 5 feet **maximum** from the edge of the road. Label the driveway stake “LCRC DRIVE” and tie the top of each stake with surveyor’s tape.
4. An applicant/property owner seeking approval to split a parcel of land shall submit a Sight Distance/Land Review Split application. A survey sketch of the property to be split is required. Please indicate on a copy of the sketch the proposed split(s). If you have obtained the application via the website, this application has “fill-in form” capability and can be printed for submittal.
5. The Sight Distance/Land Review Split application will require the same sight distance guidelines as residential driveway approach applications. Stake the existing property corners along the road frontage, stake any proposed property corners, easements and/or centerline of any driveway approaches. The stakes should be no further than 5 feet **maximum** from the edge of the road. Label the stakes with the applicant/property owners’ name and tie each stake at the top with surveyor’s tape.
6. Waiver letters for residential driveway approaches are issued for driveways on named private roads, for additional homes on a joint driveway with a final inspection, and for existing driveways in the case of burnt homes, additions, and demolish/replacement homes provided that the location and usage have not changed. We can not issue waivers for state, city, or village roads.
7. Submit the completed application, required survey sketch, and fee to: **Livingston County Road Commission, Engineering – Residential Permits, 3535 Grand Oaks Drive, Howell, Michigan 48843.**
8. Permit Fees are scheduled as follows:
  - New Residential Approach - \$50.00, Reinspection fee (Not staked) - \$15.00 per inspection
  - Sight Distance/Land Split Review - \$30.00, Reinspection fee (Not staked) - \$15.00 per inspection
  - Waiver Letters – no charge
9. A residential approach permit application may take up to **10 business days** to process and issue provided sight distance and clear vision area requirements were met upon an initial inspection. Upon issuance, you will be notified to pick up the permit by our office. An original signature from the applicant and/or contractor shall be obtained upon residential permit issuance.
10. A sight distance/land split review application may take up to **12 business days** to process and issue a report. A copy of the report will be sent to the township and the applicant will be contacted either by fax or phone.

*If you have any questions please contact the Engineering Department at the Livingston County Road Commission at (517) 546-4250 between the hours of 8:00 a.m.- 4:30 p.m., Monday – Friday.*

## Sight Distance

Sight distance is the distance along a roadway that an object of specified height is continuously visible to a driver. The following sight distance values, according to the posted or absolute regulatory speed limit, are required for residential driveway approaches.

<u>Speed Limit (mph)</u>	<u>Standard</u>	<u>Minimum Allowable</u>
30 or below	350	260
35	400	300
40	450	335
45	500	375
50	550	410
55	600	450

If a driveway approach is intended to serve only one single-family dwelling, then the values listed as standard represent the minimum requirements for sight distance where existing roadway and site characteristics allow. Where conditions do not allow for the standard, the driveway shall be located in the best location, maximizing sight distance as close to the standard as possible. **A permit will not be issued where the minimum allowable sight distance, based on speed conditions, cannot be achieved.**

If a driveway approach is intended to serve more than one single-family dwelling, then the values listed as standard represent the minimum requirements for sight distance. **A permit will not be issued where the standard sight distance, based on speed conditions, cannot be achieved.**

In some instances, the Livingston County Road Commission may reduce the sight distance requirements where conditions limit vehicle speeds in the vicinity of the proposed approach.

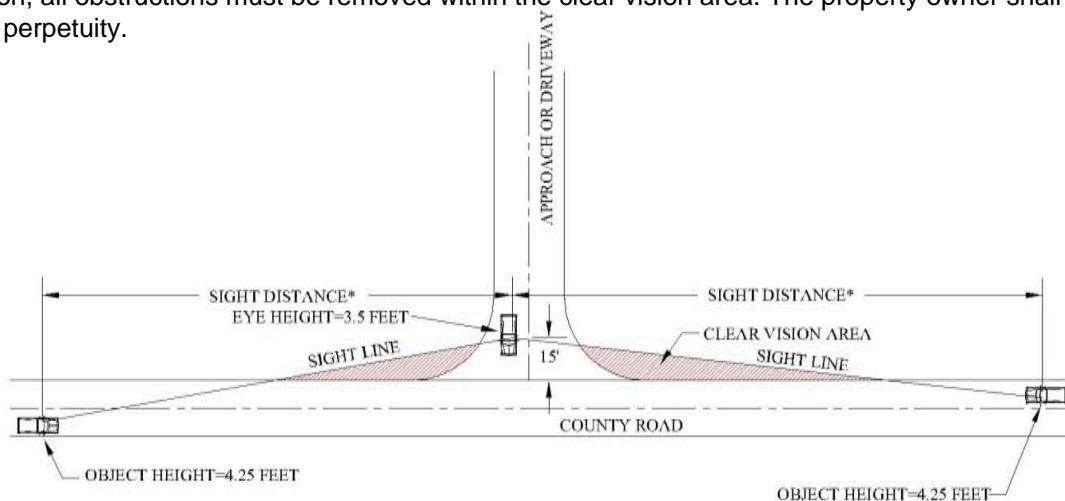
On gravel roads that do not have a posted speed limit, residential driveway approaches shall meet the 45-mph requirements for sight distance.

On roadways serving through traffic that have a 25-mph prima facie limit posted, residential driveway approaches shall meet the value listed as standard for sight distance.

Sight distance shall be measured on the edge of the roadway at the center of the approach, using an eye height of 3.5 feet above the road edge and sighting a target 4.25 feet high along the center of each lane on the road. A portion of the target being sighted shall be continuously in view for the required sight distance values. Further, the approach should be located to provide as much of the target in view as possible. The approach should also be located to maximize the view of oncoming traffic for a motorist on the existing county road preparing to turn left at the driveway.

The same sight distance required at the edge of the road shall be continuously provided, along the center of the approach, to a point 15 feet off the edge of the road. The Road Commission may reduce this requirement to a point not less than 10 feet off the edge of the road, depending on site-specific conditions.

A clear vision area, as shown in Figure 1, shall be provided prior to construction and use of any residential driveway approach entering onto a roadway under the jurisdiction of the Livingston County Road Commission. To provide for adequate vision, all obstructions must be removed within the clear vision area. The property owner shall maintain the clear vision area in perpetuity.



**Board of County Road Commissioners  
Livingston County, Michigan  
Application for Permit to Construct a Residential Driveway Approach**

Township: \_\_\_\_\_ Section: \_\_\_\_\_  
 Roadway On: \_\_\_\_\_ Side of Road: North South East West  
 Crossroad Reference: Distance: \_\_\_\_\_ feet mile N S E W of Road: \_\_\_\_\_

House Number (if available): \_\_\_\_\_ Tax Code Number: \_\_\_\_\_  
 Is driveway approach located in a platted subdivision or site condominium? Yes No  
**If yes**, indicate: Subdivision Name \_\_\_\_\_ Lot Number \_\_\_\_\_  
**If no**, indicate: Parcel Number \_\_\_\_\_

Property Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_  
 Current Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Day/Other Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Other Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Applicant Requirements**  
 1. A certified survey sketch is required.  
 2. Property corners and center of approach must be clearly staked. Indicate date when stakes will be placed: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 3. Driveway approach surface must be paved if county road is paved and includes curb and gutter. Otherwise approach surface may be gravel. Please indicate whether approach will be Gravel Paved-Asphalt Paved-Concrete  
 4. Is the applicant the property owner? Yes No  
 \_\_\_\_\_  
 (**If no**, print name, company and phone number of applicant)  
 5. Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

<i>LCRC Use Only</i>		
<b>Application Fees =</b> <span style="float: right;"><b>\$ 50.00</b></span>	<b>Payment #1</b>	<b>Payment #2</b>
<b>Additional Fees</b>	____/____/____ Date Received	____/____/____ Date Received
Inspection(s) = ____ @ \$15.00 = \$_____	<input type="checkbox"/> Cash	<input type="checkbox"/> Cash
Total Additional Fees = \$_____	<input type="checkbox"/> Check No. _____	<input type="checkbox"/> Check No. _____
<b>Total Fees =</b> <span style="float: right;">\$ _____</span>	____ \$ _____ Receipt No. Amount	____ \$ _____ Receipt No. Amount

**Application Fees** include application, initial field inspection, compliance inspection and construction permit.  
**Additional Fees** may be required if inspection services exceed the scope of services associated with Application Fees.

Permit No. \_\_\_\_\_  
 Township \_\_\_\_\_  
 Property Owner \_\_\_\_\_