

**VILLAGE OF HOLLY  
202 S. SAGINAW STREET  
HOLLY, MI 48442  
Tel: 248/634-9571**

**INFORMATION PACKET AND CHECKLIST FOR  
PETITIONING FOR DIVISION OF PLATTED LANDS**

Platted lots, outlots, or parcels of land in existing recorded plats may be partitioned or divided into not more than four (4) parts each, as long as each divided parcel meets the zoning ordinance lot dimension and set back requirements, set forth in the village's zoning ordinance. The process described below applies to the division of platted lands.

1. Process for the petitioning of the division of platted lands:
  - a. Submit petition and required attachments 30 days in advance of selected planning commission meeting. The Holly Village Planning Commission meets monthly at 7:00 P.M. the 4<sup>th</sup> Wednesday in the Village council Chambers, 315 S. Broad Street.
  - b. Submit the **\$175.00** dollar application fee with the application.
  - c. Clerk-Treasurer or designee reviews submitted petition for completeness. Incomplete applications are rejected and reasons are given. [Application fees not taken for applications rejected at submission. Otherwise, once the fees are accepted there are no refunds.]
  - d. Planning consultant reviews petition and required attachments for compliance with village code subdivision regulations and applicable provisions of the Subdivision Control Act of 1967, as amended (MCL 560.101, et seq).
  - e. Planning Commission using the planning consultant's comments will act on the application in the following manner:
    - (1) approval unconditionally; OR
    - (2) approval *with conditions*; OR
    - (3) denial giving reasons.
  - f. When APPROVED:
    - (1) Unconditionally: Applicants provide village with documentation that the division of platted land is recorded with the Oakland County Register of Deeds.
    - (2) Conditionally:
      - (a) Meet conditions established by Holly Village Planning Commission.
      - (b) Provide village with documentation that the division of platted land is recorded with the Oakland County Register of Deeds.
  - g. Village staff forwards recorded information to the Township Assessor.

2. Petition Submittal Requirements: The following guides the applicant in submitting a “PETITION FOR DIVISION OF PLATTED LANDS” with appropriate attachments:

a. Petition form:

- |     |  |  |
|-----|--|--|
| (1) | Form filled out completely and correctly?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) | 17 copies of map attached?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (3) | Legal description of the lots being created attached?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (4) | Verification that all real property taxes and special Assessments are paid current [e.g., village, township, Other taxing entities]? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

b. Map of proposed division – requirements:

- |     |  |  |
|-----|--|--|
| (1) | Drawn accurately to a scale of not smaller than 1” = 200’  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (2) | Prepare by a Registered Land Surveyor or Civil Engineer Licensed to practice in the State of Michigan                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| (3) | Show on the map the following:   |  |
| ♦   | the surveyor’s certificate [MCL 560.143, except (d)]   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♦   | the proprietor’s certificate [MCL 560.144]   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♦   | all existing buildings and structures on the site  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♦   | abutting streets with right-of-way widths  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♦   | existing sidewalks and driveways   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♦   | utility and access easements   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♦   | utility lines including the presence or absence of water or sewer lines  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♦   | setback lines for lots on corners, on cul-de-sacs, and with unusual shapes   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| ♦   | a legend containing at least a north arrow, symbols guiding readers, scale of drawing, zoning district, and number of lots to be created | <input type="checkbox"/> Yes <input type="checkbox"/> No |

3. Review Standards: In reviewing a requested land division, the Holly Village Planning Commission shall consider the following:

- a. Will the land division create a non-conforming situation?
- b. Will the land division increase a non-conforming situation?
- c. Does each parcel resulting from the proposed division have sufficient lot size to conform with the Holly Village Zoning Ordinance for the district within which the proposed lots exist?
- d. Does each parcel resulting from the proposed division meet the minimum dimensional requirements to conform with the Holly Village Zoning Ordinance for the district within which the proposed lots exist?

# Village of Holly, Michigan

202 S. Saginaw St. Holly MI 48442

## Lot Split Application

**This application will not be processed until all required information is provided. An application fee of \$175.00 is due upon submittal of this application.**

### Owner Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

### Applicant Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

### Property Information

Address of property requesting to be split: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Current zoning: \_\_\_\_\_

R1-A One-Family Res. R1-B One-Family Res. R-M Multiple Family Res.  
CBD Central Bus. C Commercial MH Mobile Home  
M Light Ind. & Heavy Ind. NOC Neighborhood Office Commercial

Legal Description: \_\_\_\_\_

Proposed legal description of each parcel after split: \_\_\_\_\_

Reason & Justification of split: \_\_\_\_\_

Required Documents

Please refer to the cover page of the application packet for required documents that must be submitted with the completed application and the required fee.

All lots to be created shall comply with the Village of Holly Ordinance requirements for the zoning district in which they are located.

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**I, the undersigned hereby certify that the information is correct to the best of my knowledge and belief.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide documentation showing legal owner of property.

Fee paid: \$\_\_\_\_\_ Date: \_\_\_\_\_