

## **PORT HURON TOWNSHIP REQUIREMENTS FOR LOT CHANGE APPROVAL**

The following requirements of the Land Division Ordinance of the Charter Township of Port Huron must be submitted **before any** land division **or** property line change is approved by the township. The requirements are:

1. Proof of Fee ownership of the land to be divided and written authorization if Applicant is not the property owner.
2. Proof that all due and payable taxes or special assessment installment payments pertaining to the land proposed to be divided are paid in full.
3. The proposed division does not create more divisions than allowed by the State Land Division Control Act. (part of form in #9 below)
4. That the proposed division complies with all zoning requirements including, but not limited to, setbacks, \* lot sizes, area requirements and frontage on a **PUBLIC** road.
5. Written verification from the Detroit Edison, and SEMCO Energy of adequate easements, or accessibility, to their respective utilities.
6. Written approval from the County Road Commission for the proposed change.
7. A survey map of the proposed division or property line change that:
  - A. Is done by a land surveyor licensed by the State of Michigan.
  - B. Have accurate legal descriptions for each new parcel and the remaining parcel.
  - C. Shows the area of each parcel.
  - D. Shows the dimensions of all parcel lines and if appropriate their bearings.
  - E. Shows the location of all-existing structures and improvements to insure setback requirements from proposed property lines.
  - F. Shows public utility easements to each parcel.
  - G. Shows road accessibility to each parcel.
  - H. Shows a depth to width ratio of not more than 4 to 1 for each parcel except for the parcel retained by the proprietor.
8. Payment of the townships land division application fee. (\$50 for 1 parent parcel w/ 1-4 parcels or units; \$75 for 5+ parcels or units; Separate applications/fees for multiple parent parcels)
9. A completed checklist form from the St. Clair County Treasurers Office that shows that they have reviewed and commented on the proposed request. (There is an administration fee for the County to tax certify and review)

\*Depth and width measurements for lot size determination and depth to width ratio shall be measured from the abutting road right-of-way to the proposed parcel lines. In other words, the "Road Right-of-Way" included in descriptions can't be used in area and frontage zoning requirements for lots or parcels.

Lot split or property reconfiguration requests with **ALL** approvals and documentation listed above MUST be received by the township assessor's office by the 15<sup>th</sup> of the month preceding the month to be included on the Planning Commission agenda. The Planning Commission will either recommend approval to the Township Board of Trustees or Deny and return the application to the applicant. A denial can be appealed to the Township Board of Trustees within 20 days of the denial.