

**INGHAM COUNTY ROAD DEPARTMENT
LAND DIVISION APPLICATION**

Application Fee _____

Application Number _____

Receipt Number _____

The purpose of this Land Division Application is for the Ingham County Road Department to investigate the location of proposed land divisions and ensure that the proposed parcels can be accessed from the county road system according to published Ingham County Road Department standards. This procedure is in place to review proposed land division driveway locations before the property owner approaches the Township for approval to subdivide lands.

APPLICANT INFORMATION:

NAME _____ DATE _____

ADDRESS _____

CITY/STATE/ZIP CODE _____ PHONE _____

SIGNATURE _____ FAX _____

LAND DIVISION INFORMATION:

PROPOSED LAND DIVISION LOCATED ON _____ ROAD, BETWEEN _____

ROAD AND _____ ROAD, SECTION(S) _____, _____ TOWNSHIP.

DETAILED DESCRIPTION OF LOCATION _____

_____ NUMBER OF LAND DIVISIONS _____

Site Plan / Survey Provided by Applicant

Applicant Given Stakes to Locate Extent of Property

FIELD INSPECTION REPORT:

INSPECTOR _____ OPINION _____ DATE _____

INGHAM COUNTY ROAD DEPARTMENT
301 Bush Street, P.O. Box 38, Mason, Michigan 48854
Phone: (517) 676-2200 Fax: (517) 676-5914

RECOMMENDED FOR ISSUANCE:

_____ DATE _____

Approved by: _____ DATE _____

LAND DIVISION SUPPLEMENTAL INFORMATION

The purpose of this Land Division Application is for the Ingham County Road Department to investigate the location of proposed land divisions and ensure that the proposed parcels can be accessed from the county road system according to published Ingham County Road Department standards. This procedure is in place to review proposed land division driveway locations before the property owner approaches the Township for approval to subdivide lands. The goal is to determine appropriate driveway locations to the proposed land divisions, if any, before the Certificate of Survey is prepared and submitted to the Township, thus saving the property owner time and expense.

The Ingham County Road Department Permits Unit needs the following information to properly investigate the proposed land division driveway location:

- ∇ A completely filled out Land Division Application signed by the property owner wishing to subdivide his or her land.
- ∇ A drawing, drawn to scale with lot dimensions, that illustrates the location of the proposed land divisions. Either a preliminary Certificate of Survey or marked-up copy of the appropriate Sidwell drawing (available from the County Equalization Department) is best.
- ∇ Land Division property corners must be clearly marked by the applicant using lath, stakes, or flagging along the parent parcel's county road frontage so that a proper investigation can be performed.

The Ingham County Road Department accepts cash, personal check, Visa, or MasterCard to pay the application fee in accordance with the following fee schedule:

2003:	\$95 application fee plus \$25 dollars per land division
2004:	\$120 application fee plus \$25 dollars per land division
2005:	\$150 application fee plus \$25 dollars per land division
2006 on:	\$150 application fee plus \$25 dollars per land division

Ingham County Road Department approval of Land Division driveway locations does not relieve the property owner of the responsibility to comply with all applicable Township ordinances, rules and zoning requirements, as well as provisions of Public Act 288 of 1967, as amended.

Land Division driveway locations are evaluated based on conformance to published Ingham County Road Department standards. Non-conforming driveway locations will not be allowed to ensure the road is reasonably safe for the traveling public.