

# LOT LINE ADJUSTMENT APPROVAL PROCESS



## EATON COUNTY, MICHIGAN

### FOLLOW THESE STEPS TO ADJUST LAND PARCELS IN AREAS UNDER THE JURISDICTION OF THE EATON COUNTY ZONING ORDINANCE

A Lot Line Adjustment is the adjustment of a lot line of two or more existing parcels of land making the resulting parcels of land smaller or larger. This is not a land division. If a lot is adjusted after March 1997 in areas under County zoning, you must show proof that it was adjusted through this Lot Line Adjustment Process in order to get building permits. Follow the steps in this form to correctly adjust land in townships that follow Eaton County zoning. Keep these signed originals with your property information and provide copies to any new owners of the adjusted parcels as proof that the parcels were correctly adjusted.

#### PARCEL #1:

PARCEL TAX CODE: - - - - -

Current acreage of the property: \_\_\_\_\_ Acreage of property after adjustment: \_\_\_\_\_

Applicant (Property Owner) name: \_\_\_\_\_

Property address: \_\_\_\_\_

City, state, zip \_\_\_\_\_

Daytime phone: \_\_\_\_\_

#### PARCEL #2:

PARCEL TAX CODE : - - - - -

Current acreage of the property: \_\_\_\_\_ Acreage of property after adjustment: \_\_\_\_\_

Applicant (Property Owner) name: \_\_\_\_\_

Property address: \_\_\_\_\_

City, state, zip \_\_\_\_\_

Daytime phone: \_\_\_\_\_

If more than two parcels are being adjusted please attached additional information on a separate sheet of paper.

### STEP 1 LEGAL DESCRIPTIONS FOR ALL PARCELS PROPOSED FOR ADJUSTMENTS (Available from a mortgage, deed or tax bill for the parcel)

Attach a copy here.

**STEP 2 DRAW A SITE PLAN FOR THE PROPOSED LOT LINE ADJUSTMENT**

Please refer to the attached example on page three of this application for the site plan requirements.

**STEP 3 ZONING COMPLIANCE**

Submit a Site Plan of the proposed adjustments along with this form and completed application to the Eaton County Community Development for review and approval. Contact them at 517-543-3689. They will review the proposed lot line adjustments for compliance with the zoning ordinance. Each parcel must meet requirements for road frontage, width to depth ratio, and setbacks. See the application packet for information and site plan requirements. Review may take up to 45 days.

**Office Use: Community Development Reviewer will complete:**

- A. All parcels comply with minimum parcel size: YES \_\_\_\_\_ NO \_\_\_\_\_
- B. All parcels comply with minimum road frontage: \_\_\_\_\_
- C. Zoning district for proposed divisions (effective today): \_\_\_\_\_
- D. All parcels comply with lot coverage restrictions: YES \_\_\_\_\_ NO \_\_\_\_\_ Not applicable \_\_\_\_\_
- E. Existing structures comply with setbacks: \_\_\_\_\_
- F. Each parcel complies with width to depth ratio.
 

<u>Parcel</u>	ratio requirement	<u>Complies?</u>	<u>Not applicable?</u>
	<u>(4:1 or 3:1)</u>		

- G. Complies with private road requirements of Eaton County Land Development Code \_\_\_\_\_
- H. **Complies with compiled rules of the Eaton County Drain Commissioner (If there is a drain present, a description of that easement must be recorded. It must be noted on the site plan.)** \_\_\_\_\_
- I. Complies with other applicable provisions of the Eaton County Land Development Code \_\_\_\_\_
- J. Obtained a variance from requirements from the Eaton County Board of Appeals?  
Case # BA- - (findings attached) \_\_\_\_\_

Received by	Date submitted	Final Approval	Date approved
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**STEP 4 RECORDING DEEDS & NEW PARCEL IDENTIFICATION/ TAX ID NUMBERS**

**Deeds must be recorded after approval to adjust the properties!**  
Visit or Contact the Eaton County Register of Deeds for information on recording the deeds for each of the adjusted parcels. (517) 543-4203.

**Each parcel adjusted must be assigned a NEW tax code identification number. Contact the Eaton County Equalization/Property Description Department (517) 543-4104.** When you have completed all of the above steps, you may submit this approved application with its site plan and the recorded deeds directly to the Equalization/Property Description department so they can assign property tax code numbers to each parcel in the new tax year.

**Proof of the completed lot line adjustment process will be required to obtain building permits.** The proof, which can be obtained from the Equalization/property description department, is a copy of the recorded deed upon which Equalization has typed the new property tax code numbers across the top and signed.

# DRAW A SITE PLAN FOR LAND DIVISIONS IN EATON COUNTY

1. Show the **WHOLE** parcel that will be divided. Label ALL roads.

John and Mary Owners  
1234 S. Somewhere Hwy.  
Ourtown, MI 56789  
Tax # 160-018-400-003-00

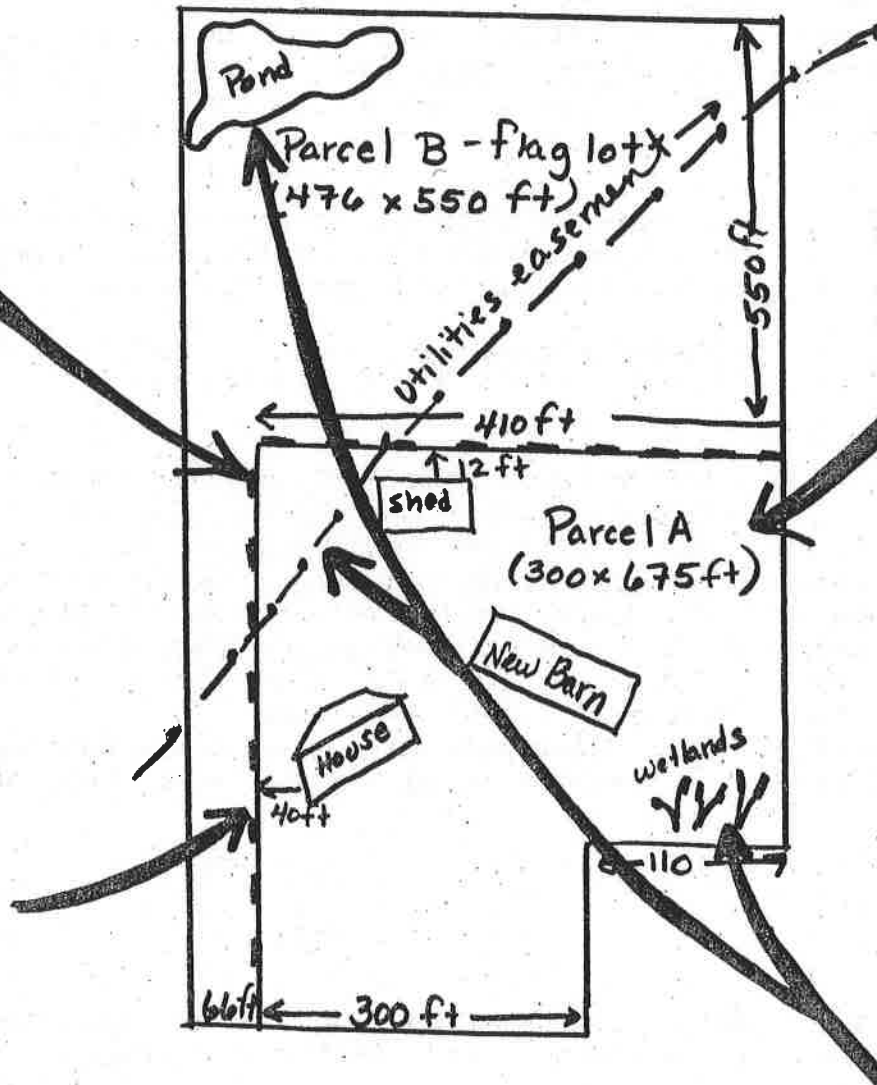
2. Label the page with Owner name, address, parcel/tax code number & date.

3. Show the proposed new lot lines and any proposed private roads. Give measurements (feet) of all.

4. Label all lots (Lot A, B, etc.) Write in the width (on a road) & depth of each parcel in feet.

5. Show ALL EXISTING Buildings and space (feet) from them to proposed new lot lines.

6. Show ANY water bodies or wetlands. Show ANY significant natural features. Show ALL easements.



# EATON COUNTY LAND DIVISION PROCESS

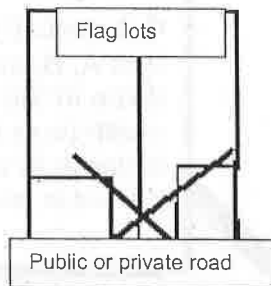
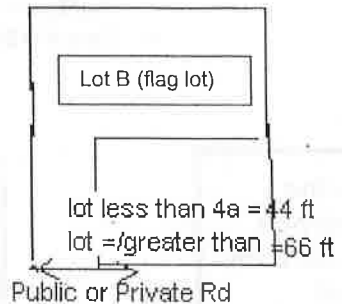
A summary of some regulations from the Eaton County Land Development Code 3/04

## ALL LOTS CREATED MUST MEET THESE REQUIREMENTS!

- 1. **EVERY parcel must OWN its road frontage.** Frontage can be on a Public Road OR an Approved\* Private Road. Only one principle dwelling per a parcel is allowed. EACH LOT MUST HAVE ITS OWN DRIVEWAY to a public or private road. Shared driveways are NOT allowed.

For regular lots, the minimum road frontage is 110 feet.

You may create one (1) flag-shaped lot. This is a lot that owns a narrow strip of land down to the road (like the pole of a flag). A flag-shaped lot smaller than 4 acres must have a minimum 44 ft of road frontage. Flag-shaped lots 4 acres or larger must have a minimum of 66 ft. of road frontage



If you create a flag lot, the "pole" area may not adjoin or abut another access or right of way. In other words, you cannot create two flag lots right next to each other nor can you put a flag lot alongside a roadway.

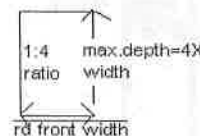
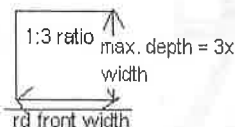
\*An "approved" private road meets current county standards for private roads. See Article 14 of the zoning ordinance or ask the Community Development Department if the road is "approved."

- 2. **Most lots created must meet a width to depth RATIO REQUIREMENT!**

A width to depth ratio is the formula that sets the maximum lot depth based on its width. The "width" is the lot's road frontage. For flag lots, the width is measured on the 'flag' portion of the lot. The "depth" is how far back the lot goes away from its front boundary. Call or visit the Community Development Department to learn the required RATIO for your land. The Ratios are determined using maps from the USDA Soil Survey of Eaton County. Areas with "Essential Cropland" soils are shown in the maps as Tua, MaB, HaB, Owb, CaA, Pr, Co, KbA, MdA, Sb, MeA, Pa, CbB, BrA, Ho BbA, or WnA.. They are 1:3 ratio areas. If the parcel does NOT appear with essential cropland soils, it is in a 1:4 ratio area.

**All parcels less than 25 acres in a 1:3 ratio area must be no deeper than three times their width.**

**Any parcel that is less than 10 acres in a 1:4 ratio area must be no deeper than four times their width.**



- 3. **The minimum size lot possible is 36,300 square feet (0.83 Acres).** To calculate acreage, multiply the parcel width in feet by its depth in feet and divide that by 43,560 to give acreage.

- 4. **You cannot create non-conformities by putting new lot lines too close to existing buildings.** New lot lines must be set back from existing structures. A table of setbacks is included. You may not create new lot lines or put in private roads too close to existing buildings.

