



**INGHAM COUNTY ROAD COMMISSION  
LAND DIVISION APPLICATION**

Application Fee \_\_\_\_\_

Application Number \_\_\_\_\_

Receipt Number \_\_\_\_\_

The purpose of this Land Division Application is for the Ingham County Road Commission 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 Commission 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 COMMISSION  
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 Commission 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 Commission 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 Commission 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 Commission 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 Commission 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 Commission standards. Non-conforming driveway locations will not be allowed to ensure the road is reasonably safe for the traveling public.