



Planning Commission Land Division Application

Applicant Information

Name: Business, Corporation, LLC, Partnership

Individual Name(s):

Mailing Address:

Phone Number:

Email:

Property Information

Property Address:

Property Legal:

Property Owner (if not applicant):

Current Zoning District:

Current Use:

Proposed Zoning District:

Proposed Use:

Number of New Parcel(s):

Signature

"I certify that all of the above information and all statements, information and exhibits that I am submitting in conjunction with this application are true and accurate to the best of my knowledge."

Applicant Signature—Required

Date

Property Owner

(Required if different than applicant. All property owners must be listed and must sign below.)

Name(s) or Organization:

Address:

City, State, Zip:

Phone:

“By signing below, I give permission for the applicant named above to act as my agent in all matters concerning this application. I understand that the applicant will be the primary contact for the information and decisions during the processing of this application, and I may not be contacted directly by the Village of Blissfield. I understand as well that I may change the Applicant for this application at any time by contacting the Village of Blissfield in writing.”

Property Owner(s) Signature(s) - Required

Date

STATE OF _____)

COUNTY OF _____)

On this _____ day of _____, 20____, _____
personally appeared before me, and being by me duly sworn, did say that he/she is the
signer of the foregoing for and on behalf of the company listed above, with actual and
requisite authority, and acknowledged to me that he/she has fully reviewed and executed
the same.

_____ (Seal) My Commission Expires: _____

Notary Public

Rezone Application Instructions

What to Submit?

- ☐ Completed and Signed Application Form (this)
- ☐ Proof of Ownership
- ☐ Application Fee
- ☐ Survey, sealed by a professional surveyor
 - Including current boundaries.
 - Proposed division(s).
 - Dimensions of proposed divisions.
 - Existing and proposed easements or rights-of-way.
 - Any existing improvements (buildings, driveways, etc.)
 - Any site limitations (riverfront, wetland, slopes, underground storage tank, etc.)
- ☐ Statement that parcel is serviced by public water and sewer system (if applicable).
- ☐ Statement of approval from the Village Street Administrator for each new proposed road, easement or shared driveway (if applicable).

Notes

- **Incomplete applications will not be accepted.** Applications lacking any required documents or materials will not be accepted. Incomplete applications cannot be “held” at the Village of Blissfield Office.
 - **Proof of Ownership-** Accepted documents for proof or ownership include a county filed deed. **A tax bill cannot be accepted as proof of ownership.**
 - **Application Fees** may be paid by cash, check (made payable to the Village of Blissfield) or credit card (subject to a 3% fee).
 - **Legal description** must accurately and completely reflect the current conditions of the property.
 - **Return this form and all required additional materials to:**
 - Village of Blissfield, Zoning Administrator
 - 130 S. Lane St.
 - PO BOX 129
 - Blissfield, MI 49228
- Hours of Operation:
Monday- Thurs. 8am - 6pm

Excluding Holidays

General Information

1. Who can submit an application?

In order to submit an application for land division, an applicant must either own or have legal or equitable interest in the subject property or must be the representative of such person. All persons or parties which have ownership interest in the affected properties must be identified and must sign the application. The property owner(s) may, at his/her discretion, designate another person as applicant to act on their behalf in processing this application. In that case, the designated applicant will be considered the primary contact, until the application is closed or the property owner changes the designated applicant by contacting the Village of Blissfield in writing.

2. How do I submit an application?

Applications may be submitted in person Monday through Thursday (excl. Holidays) from 8am until 6pm at the Village of Blissfield Office, 130 S. Lane St. Blissfield, MI 49228, mailed to PO BOX 129 Blissfield, MI 49228, or emailed to receptionist@blissfieldmichigan.gov.

Applications must be complete, including all required documentation and fee.

3. What forms of payment are accepted?

Cash, credit card (subject to a 3% fee), check (made payable to the Village of Blissfield)

Information about Land Division

1. What is it?

A land division is the act of splitting a single parcel of land into two or more separate parcels for ownership, sale, development, or building purposes.

2. What is the process?

The procedure for a land division follows section 210.035 of the Blissfield Municipal Code. A copy of this code can be provided or found at www.blissfieldmichigan.gov

3. How does the Board make their decision?

The Planning Commission shall make the following determinations prior to approval of land division.

- Any such request for property division shall not be in violation of the Village of Blissfield Subdivision Control Ordinance or the State Subdivision Control Ordinance.
- Any such request for property division shall not be in violation of the Village zoning Ordinance and/or the Village Comprehensive Plan and their amendments.

4. Who can help with this application?

The Zoning Administrator can assist with information. It is encouraged to set up an appointment to discuss your permit application if you have questions; call us at 517-486-4347 or stop by the office at 130 S. Lane St. Blissfield, MI 49228.