



Planning Commission Subdivision 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:

Project Description including a summary of your proposal, structures, roads, signs, lighting and all other proposed land use activities (attach additional sheet(s) if necessary):

Subdivision Acreage:

Acreage to be Developed: _____ Acres Retained: _____

Site Conditions including description in detail the present condition of the property and the project site including the following (attach additional sheet(s) if necessary):

- Slope & Topography: _____

- Existing Vegetation: _____

- Hydrologic Features: _____

- Special Natural Areas: _____

- Natural & Cultural Conditions: _____

How will sewage be disposed of on subdivision lots? _____

How will drinking water be supplied to subdivision lots? _____

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

Subdivision Application Instructions

What to Submit?

- ☐ Completed and Signed Application Form (this)
- ☐ Proof of Ownership
- ☐ Application Fee
- ☐ Existing Site Plan
- ☐ After Site Plan
- ☐ Water Supply
- ☐ Sewer Supply
- ☐ Solid Waste Disposal with location for trash storage
- ☐ Location for mailboxes
- ☐ Roadway Access
- ☐ Location of existing and proposed lighting
- ☐ Location and dimensions of curb cuts and sidewalks
- ☐ Existing and proposed contours
- ☐ Traffic Study (if required by the Village Engineer)

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?

A subdivision application may be submitted by the owner(s) of record of the property proposed to be subdivided, or by an authorized agent acting on behalf of the owner, provided written authorization from the owner is submitted with the application.

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 Subdivision Division

1. What is it?

A subdivision is the division of a single parcel or tract of land into two or more lots or parcels for the purpose of sale, transfer, development, or building, typically involving the creation of new lots, streets, easements, or utilities and requiring formal plat approval by the village.

2. What is the process?

The procedure for a land division follows section 210.000 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 subdivision.

- Compliance with all requirements and conditions, with the following:
 - Applicable ordinances and regulations;
 - Availability and adequacy of utilities;
 - Availability of school and recreational facilities;
 - Comprehensive Plan.

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.