



City of Williamston

161 E. Grand River Avenue
Williamston, MI 48895

PROCEDURES FOR DIVISION OF LAND WITHIN THE CITY OF WILLIAMSTON

1. Complete Lot Split Application and Lot Split/Combination checklist. All sections must be completed and the application must be signed, dated and submitted with fee.
2. For each parcel resulting from a land division, a survey and property description prepared by a registered land surveyor must be submitted with the application.
3. Each request for a land division will be reviewed, and a written evaluation prepared, by the Zoning Administrator.
4. Proposed divisions of parcels within a recorded plat shall be reviewed and approved by the City Planning Commission prior to the issuance of approval by the City Assessor.
 - a. Applicant must file an application with the Zoning Administrator for a hearing before the Planning Commission. Fee required.
 - b. The City Assessor will submit a written opinion to the Zoning Administrator for inclusion in the information provided the Planning Commission for its deliberations.
 - c. Subsequent to action by the Planning Commission the City Assessor, upon receipt of signed minutes of the Commission meeting, will notify the applicant of the Commission's decision.
5. Approved land divisions will be entered on the tax roll of the subsequent calendar year.
6. A copy of the application, checklist, survey, Zoning Administrator's opinion and Planning Commission action, if applicable, will be placed in the property files in the office of the City Assessor.