

## MEMO

**TO:** Northfield Township Planning Commission  
**FROM:** Patrick Sloan, AICP, Senior Principal Planner  
Erin Schlutow, Associate Planner  
**SUBJECT:** Proposed Land Division Ordinance Amendments – Application Fees  
**DATE:** April 28, 2017

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At the Township's request, we have compiled the following proposed changes to the Land Division Ordinance pertaining to the application fees for a land division approval. The Land Division Ordinance currently lists the fees for a land division application. However, application fees are typically set by the Township Board of Trustees when it adopts a fee schedule and are generally not included in an Ordinance. For example, the Zoning Ordinance does not include fees for site plan applications, rezoning applications, conditional use applications, etc.

The proposed amendment revision is presented below. Subject to any changes you wish to make, the next step would be for the Planning Commission to schedule a public hearing.

The proposed amendment is as follows. Items to be added are underlined and items to be deleted are in ~~strikethrough~~.

**Amend Chapter 14 Land Divisions and Subdivisions, Article II – Land Divisions, Section 14.22 – Application for Land Division Approval to remove the application fees from the text.**

- (a) An applicant shall file all of the following with the township assessor or other official designated by the township, for review and approval of a proposed land division before making any division either by deed, land contract, lease for more than one year, or for building development:
- (1) A completed application on such written form as the township will provide, including any exhibits described therein.
  - (2) Proof of fee ownership of the land proposed to be divided. If applicant is not the fee owner, the written consent of the fee owner shall be included.
  - (3) A tentative parcel map drawn to scale including an accurate legal description of each proposed division, and showing the boundary lines, approximate dimensions, and the accessibility of each division for automobile traffic and public utilities.
  - (4) Proof that all standards of the Act and this article have been met.
  - (5) If a transfer of division rights is proposed in the land transfer, detailed information about the terms and availability of the proposed division rights transfer.
  - (6) A nonrefundable application fee of ~~\$70.00 for the first division, plus \$10.00 for each division, up to a maximum charge of \$250.00~~, shall be paid at the time of submittal of the application to cover the costs of review of the application and administration of this article and the Act.
- (b) A proposed division shall not be considered filed with the township, nor shall the time period stated in section 14-23(c) commence, until a complete application has been filed.