Procedure for Administering Land Division Act Policy

2025

Initial contact is with the Zoning Administrator who will provide a copy of the application and/or the website information so applicant can retrieve the application.

Upon request, the Assessor will review the parcel to see how many division rights are allowed. The assessor provide direction to the applicant as to the discovery of number of divisions rights available to the parcel.

The application, all required attachments and the fee will be presented to the zoning administrator for review to be sure there is appropriate acreage, appropriate road frontage and no encroachments. The non-refundable fee will be given to the Treasurer to deposit.

The assessor will receive the application after the zoning review. The assessor will review the 4 to 1 ratio, whether division rights exist in a number sufficient to meet the application, whether the applicant is the legal owner of record or the legal representative of said owner. Upon completion of the assessing items, the Supervisor will receive the application and all attachments. The Supervisor will notify the applicant if the application has been approved or denied.

The complete file will then be returned to the assessor for filing and/or implementation.

The fee will be divided 60% to the assessor, 30% to the Zoning administrator and 10% to the Township General Fund