

## SUGGESTED STEPS & REQUIREMENTS FOR LAND DIVISION OR LOT LINE ADJUSTMENT OR PARCEL COMBINATION

If resulting Parcels are less than 40 acres, it is required to obtain land division approval **PRIOR** to selling the property. Please note incomplete applications will be returned and will delay the process. If consultation is needed, it is recommended to contact a Professional Land Surveyor to assist with the process. Land Divisions made in the current tax year will not will NOT have separate tax bills or ID numbers until the next tax year as the current year tax roll is complete and no parcel configuration changes are allowed. Therefore, sellers are responsible to appropriately pro-rate the taxes for the remainder of the year. Parcels will need to be conveyed using "part of" preceding the old parcel id number, and must include the new survey legal descriptions.

### Suggested Application Steps

1. Verify division rights were granted on the current property deed
2. Verify the Zoning requirements (Township Zoning Admin, if none check with County Zoning Admin)
3. Obtain a Certified Professional Survey including the following information:
  - a. Current boundaries and any divisions made after 3-31-97
  - b. Drawing of existing parcel with proposed new parcel(s), including dimensions and legal descriptions for both the new parcel and the remaining original parcel.
  - c. Existing roads, easements and rights-of-way
  - d. **Must show location of all existing improvements & their distance to proposed new property lines such as (building(s), well(s), septic(s), driveway(s), etc.**
  - e. Existing utility easements
  - f. Any condition which might affect building on the site (slope, wetlands, protected areas, etc.)
4. Obtain a signed "***Tax Split Certification***" from the **County Treasurer**
5. Obtain and provide a copy of the recorded deed **showing ownership and division rights**
6. Present copies of the professional survey and application to the following authorities to obtain signatures or letter of approval that the proposed division(s)/change(s) comply with their requirements:
  - a. Road Commission (Approval required for any NEW access points, driveways or easements)
  - b. Zoning Administrator
7. A check made payable to the Township for the applicable fees (see application for details)
8. Return COMPLETED application & required documentation via U.S. Mail (no signature required & NO drop-offs accepted) to: **Township Assessing, 1196 Ranger Dr., Gladwin, MI 48624**

### What Happens Next

Completed applications will be reviewed for compliance with the local ordinances and the Michigan Land Division Act. ***If application is not COMPLETE, it will be returned, fee will not be returned and process will start over.***

***Within 45 Days of the Assessor's receipt of a completed application*** a determination letter will be mailed to you. **\*\*APPLICATION STATUS INQUIRES WILL NOT BE RESPONDED TO UNLESS A MINIMUM OF 40 DAYS HAS ELAPSED SINCE SUBMISSION OF COMPLETED APPLICATION.**

With-in 90 days of receiving the approval letter, one (1) new deed per each new legal description must be filed with the County Register of Deeds. Failure to file the new deeds may result in an expiration of the land division application approval, requiring the process to start over. ***\*\*See enclosed information sheet regarding property taxes.***

# LAND DIVISION CHECK LIST (Approval may take up to 45 days once a "Completed" application is received)

This checklist is to aid applicant in submitting a Completed application and avoid delays. Complete the following checklist form & return it with the completed Land Division Application and Documentation via *regular* U.S. Mail ONLY (no signature required) to: **Township Assessing, 1196 Ranger Dr., Gladwin 48624** NO DROP-OFFS ACCEPTED. If delivery confirmation is desired it send the application with tracking only as certified mail requiring signatures will delay the process.

Incomplete Land Division Applications will be returned, the application/review fee will not be returned, and the process will start over. Please note that copies/documents of a completed application will not be returned.

## Mark all applicable items that have been completed and that are verified to be enclosed with the Land Division Application, prior to submitting to the Assessor

- Land Division Application completely filled out – all questions answered & signed
- Fee, payable to the Township, of \$\_\_\_\_\_ is enclosed via Check #\_\_\_\_\_
- Professional Land Survey
  - Shows current boundaries of all parcels involved
  - Shows ALL land divisions of current parcels involved
  - Shows proposed new divisions/lot line adjustments
  - New parcels/lot line adjustments are clearly identified (Parcel A, Parcel B, etc.)
  - Shows existing and/or proposed road/easement right of way
  - Shows **ALL existing improvements & distances** of each to lot line (including well & septic)
  - IF** a lot line adjustment, includes a legal description for the piece being adjusted/moved
- Includes New legal descriptions for all parcels having a legal description change (including remainder parcel)
- Tax Certification from the **County Treasurer's Office** (note: not the township treasurer, the County Treasurer) Road Commission or MDOT approval letter for access
- Zoning Approval on LDA application
- Deed with current owner and division rights
- Private Road Application/Approval (IF applicable)

### IF LESS THAN ONE ACRE

- Health Department Septic Permit or Verification parcel(s) are serviced by Public Sewer System.
- Health Department evaluation of potential well permit or that parcel(s) are serviced by Public Water System

*It is understood that the Land Division Review process may take up to 45 days for review and calls/emails regarding the status of the application will not be returned **unless a minimum of 40 days** has passed since the submission. To ensure a completed application is submitted the items above have been completed and all required documentation is enclosed. I understand that applications are required to be submitted via regular U.S. Mail and that if any information is missing the Land Division Application will be returned as incomplete, the application/review fee will not be returned and the process starts over.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Applications accepted via regular U.S. Mail sent to: Township Assessing, 1196 Ranger Dr, Gladwin, MI 48624**

DATE ACCEPTED AS COMPLETED:

TOWNSHIP LAND DIVISION APPLICATION

MAIL COMPLETED APPLICATIONS TO: Township Assessing | 1196 Ranger Dr| Gladwin, MI 48624
EMAIL: townshipassessing@gmail.com

Approval of a division of land division is required before it is sold and Professional Land Surveys are required to transfer title/ownership of newly divided property. Approval time may vary, depending on application volume and may take up to 45 days. Calls & emails regarding division review status will not be returned unless a minimum of 40 days has passed since the application was accepted as complete. Third party calls & emails regarding land divisions will not be returned.

Completed applications & documentation must be mailed via regular U.S. mail and sent to: Township Assessing, 1196 Ranger Dr., Gladwin, MI 48624 (DROP-OFF APPLICATIONS NOT ACCEPTED. ONLY COMPLETED LAND DIVISION APPLICATIONS WILL BE ACCEPTED & REVIEWED - INCOMPLETE APPLICATIONS WILL BE RETURNED, APPLICATION REVIEW FEE WILL NOT BE RETURNED. PLEASE ANSWER ALL QUESTIONS AND PLACE AN "N/A" WHERE NOT APPLICABLE.)

Form with fields for OWNER NAME OR APPLICANT NAME, ADDRESS, CITY/STATE/ZIP, PHONE #, and EMAIL, split into two columns.

1. PARCEL ID # OF PARCEL(S) TO BE DIVIDED/CHANGED: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

a. Address of Original Parcel (if none give road Name) : \_\_\_\_\_

b. Are there any existing improvements on parcel(s) (circle answer): YES NO

2. INFORMATION ON PROPOSED DIVISION(S)/CHANGES

a. Number of new parcels being proposed \_\_\_\_\_ + 1 (remainder of Original Parcel) = \_\_\_\_\_

b. Intended use (circle applicable): Residential | Commercial | Industrial | Other

c. Indicate below the intended method of access for each new proposed parcel (check one) & if applicable attach & label the legal description(s) of any new proposed road(s), easement(s) or shared driveway(s) \*\*\*NEW PROPOSED ROADS (PUBLIC OR PRIVATE) MAY NOT HAVE DUPLICATE NAMES OF EXISTING ROADS\*\*\* :

Existing access on the following public road(s) : \_\_\_\_\_

An easement or driveway (cannot service more than one parcel)

A new public road & Proposed road name: \_\_\_\_\_

A new private road or easement, proposed road name: \_\_\_\_\_

3. FUTURE DIVISION(S) - If any

a. Future # of divisions that might be allowed but not included in this application? \_\_\_\_\_

b. Are all available division rights, if any, being transferred to the new parcel(s)? \_\_\_\_\_

Per S109(2) of the Statute. Deeds must include both statements as required in S109 (3) and 109(4) of the Statute.

Approval of a division of land is required before it is sold and Professional Land Surveys are required to transfer title/ownership of newly divided property. Approval time may vary, depending on application volume and **may take up to 45 days.**

#### 4. DEVELOPMENT SITE LIMITATIONS - If any

Check each condition that exists on the current parent parcel, if not applicable mark "n/a"

- \_\_\_\_\_ Is in a DNR designated critical sand dune area.
- \_\_\_\_\_ Is riparian or littoral (contains river, creek or lake frontage).
- \_\_\_\_\_ Is affected by a Lake Michigan High Risk Erosion setback.
- \_\_\_\_\_ Includes a wetland (any amount).
- \_\_\_\_\_ Includes a beach.
- \_\_\_\_\_ Is within a flood plain.
- \_\_\_\_\_ Includes slopes more than twenty five percent (25%) (a 1:4 pitch).
- \_\_\_\_\_ Is on soils known to have limitations for on-site sewage systems.
- \_\_\_\_\_ Is known or suspected to have an abandoned well, underground storage tank or contaminated soils.

#### 5. SURVEY & ADDITIONAL DOCUMENTS REQUIRED TO BE ATTACHED - check if items are enclosed & requirements complete:

- a. \_\_\_\_\_ Professional Land Survey, (drawn at a scale of not more than 200' to the inch) with the following requirements:
  - Current boundaries of original parcel (Parent Parcel) (as of March 31, 1997)
  - All divisions made after March 31, 1997.
  - The proposed new division(s) including dimensions and sizes
  - Existing and/or proposed road/easement right-of-way
  - Any/All Easement(s) for public utilities to each proposed new parcel
  - **All existing improvements with distances to proposed lot lines (including well & septic/buildings/etc)**
  - One new legal description for each parcel that will have a change in the legal Description resulting from proposed division(s)
- b. \_\_\_\_\_ Proof of ownership of the land proposed to be divided. (ie: deed)
- c. \_\_\_\_\_ A copy of any transferred division right(s) of the parent parcel (Sect 109(4) of the Act).
- d. \_\_\_\_\_ Tax Certification from **County Treasurer** attesting no back taxes exist on the parent parcel.

**IF A NEW ROAD, DRIVEWAY, EASEMENT OR SHARED DRIVEWAY IS BEING PROPOSED FOR ACCESS TO ANY OF THE PARCEL(S) THEN INCLUDE:** check if items are enclosed & requirements complete

- e. \_\_\_\_\_ Approval or permit from the County Road Commission (or MDOT if access will be from a highway)
- f. \_\_\_\_\_ Private Road Application/Approval

**IF NEW DIVISION(S) WILL RESULT IN ANY PARCEL(S) LESS THAN 1 ACRE THEN INCLUDE:** check if items are enclosed & requirements complete

- g. \_\_\_\_\_ A soil evaluation or septic system permit for each proposed parcel prepared by the Health Department or verification that each proposed parcel is serviced by a public sewer system
- h. \_\_\_\_\_ An evaluation/indication, prepared by the Health Department, that approval may occur for a well permit for each proposed parcel or that each proposed parcel is serviced by a public water system

OWNER AFFIDAVIT and permission for municipal, county, and state officials to enter the property for inspections: I agree the statements made above are true, if found not to be true this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided with this parent parcel division. Further, I agree to give permission for officials of the municipality, county and the State of Michigan, to enter the property where this parcel division is proposed for purposes of inspection to verify that the information on the application is correct.

I am aware the approval process may take up to 45 days to complete and that approval status inquiries will not be responded to unless a minimum of 40 days has passed since submitting a completed application.

I understand this is only a parcel division which conveys only certain rights under the applicable local land division ordinance, the local zoning ordinance, and the State Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended (particularly by P.A. 591 of 1966), MCL 560.101 et. Seq.), and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction, or other property rights.

I understand per MCL 560.267- Sec. 267 that any sale of lands subdivided or otherwise partitioned or split in violation of this act is voidable at the option of the purchaser, and shall subject the seller to the forfeiture of all consideration received or pledged therefore, together with any damages sustained by the purchaser, recoverable in an action at law.

I also understand that if the land division is approved, it will be required to file one deed per new parcel legal description (including the remaining original parcel) with-in 90 days of the land division approval and that failure to timely file required deed(s) will result in the land division application approval being voided and will require a new land division application, and fees.

Finally, even if this division is approved, I understand zoning, local ordinances and State Acts change from time to time, and if changed, the divisions made here must comply with the new requirements (apply for division approval again) unless deeds, land contracts, leases, surveys representing approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

Owner Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Print Name here: \_\_\_\_\_

REQUIRED APPLICATION REVIEW SIGNATURES

**ZONING ADMINISTRATOR REVIEW** SURVEY # REVIEWED BY ZONING ADMINISTRATOR: \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Approved with the following conditions: \_\_\_\_\_

\_\_\_\_\_ Denied Denial Reason(s): \_\_\_\_\_

I certify the professional survey for proposed land division was reviewed and meets the current zoning requirements.

\_\_\_\_\_  
ZONING ADMINISTRATOR SIGNATURE

\_\_\_\_\_  
DATE

**TOWNSHIP ASSESSOR REVIEW**

\_\_\_\_\_ Approved \_\_\_\_\_ Approved with the following conditions: \_\_\_\_\_

\_\_\_\_\_ Denied Denial Reason(s): \_\_\_\_\_

\_\_\_\_\_  
ASSESSOR SIGNATURE

\_\_\_\_\_  
DATE