

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 to: **Township Assessing,** delivery confirmation is desired it send the application with tracking only as certified mail requiring signatures 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
- Deed with current owner and division rights
- Developmental Site Limitation Documentation (if any)
- 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 ONLY sent to: Township Assessing, 1196 Ranger Dr., Gladwin, MI 48624

TOWNSHIP LAND DIVISION APPLICATION

MAIL COMPLETED APPLICATIONS TO: Township Assessing | 1196 Ranger Dr. | Gladwin, MI 48624

EMAIL: townshipassessing@gmail.com

Land Division Application fee(s): Original parcel +1 new parcel = \$100; add \$20 for each additional parcel

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. Please wait a minimum of 14 days prior to inquiring on the status of the application. Please note: No Third Party calls and emails regarding land division application statuses will be accepted.

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

OWNER NAME _____	OR APPLICANT NAME _____
ADDRESS _____	ADDRESS _____
CITY/STATE/ZIP _____	CITY/STATE/ZIP _____
PHONE # _____	PHONE # _____
EMAIL _____	EMAIL _____

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 c 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, 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	
_____ Approved _____ Approved with the following conditions: _____	
_____ Denied Denial Reason(s): _____	

_____	_____
ZONING ADMINISTRATOR SIGNATURE	DATE
TOWNSHIP ASSESSOR REVIEW	
_____ Approved _____ Approved with the following conditions: _____	
_____ Denied Denial Reason(s): _____	

_____	_____
ASSESSOR SIGNATURE	DATE