LAND DIVISION APPLICATION STEPS & INSTRUCTIONS

To begin the Land Division Application process, please follow these steps & instructions. **Please note incomplete applications <u>WILL BE</u> returned and will delay the process. The required steps and documentation needed have been detailed out in the provided forms and instructions.** If consultation is needed, it is recommended to contact a Professional Land Surveyor to assist you with the process. <u>Land Divisions made in the current year will not be completed and will NOT have separate tax bills or ID numbers until the next tax year.</u>

Required Application Steps

1. Verify division rights from your deed & Verify Zoning size and access requirements.
2. Obtain a Certified Property Survey drawn to scale, 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 parent parcel.
    c. Existing roads, easements, and rights-of-way
    d. Location of existing improvements (building(s), well(s), septic(s), driveway(s), etc.) & distances to proposed lot lines.
    e. Any condition which might affect building on the site (wetlands, protected areas, etc.)
    f. Each parcel change must have a new legal description (including the remaining original parcel)
3. Once certified Professional Survey is complete, provide copies of the survey to the following departments for department related approval:
    a. Zoning Department Approval
    b. Road Commission Approval for any NEW access points or easements
4. Obtain a signed Tax Split Certification from the *<u>County Treasurer</u>*
5. Include a copy of your recorded deed showing ownership and division rights.
6. A check made payable to the Township for *<u>$100 (+ $20.00 FOR EACH ADDITIONAL PARCEL)</u>*
7. Mail 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

The application will be reviewed for completeness & accuracy and will be reviewed to ensure 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.

After you receive the approval letter, file one (1) new deed for each new legal description with the County Register of Deeds with-in 90 days of approval. Failure to file the new deeds will result in an expiration of the land division application approval and the process will 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)

Complete checklist form & return with Land Division Application and Documentation via *regular* U.S. Mail ONLY (no signature required)

Mail Completed Application & Documentation to: Township Assessing, 1196 Ranger Dr., Gladwin, MI 48624

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 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 filled out – all questions answered & signed Application Fee, a check payable to the Township, of $100 is enclosed (+ $20.00 FOR EACH ADDITIONAL PARCEL)
- ☐ #_____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 boundary line (including well &
  - ☐ septic) IF a lot line adjustment, a legal description for the piece being adjusted/moved.
- ☐ New legal descriptions for all parcels having a legal description change (including remainder parcel)
- ☐ Tax Split Certification from the County Treasurer's Office
- ☐ 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

The items above have been completed and all copies are enclosed with the completed Land Division Application. I understand that applications are required to be submitted via regular U.S. Mail (no signatures required) and that if any information is missing that 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 U.S. Mail ONLY sent to: Township Assessing, 1196 Ranger Dr., Gladwin, MI 48624

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.

U.S. POSTAL SERVICE DATE STAMP ON ENVELOPE:_____ DATE ACCEPTED AS COMPLETED:_____

BENZONIA TOWNSHIP LAND DIVISION APPLICATION

MAIL COMPLETED APPLICATIONS TO: Township Assessing | 1196 Ranger Dr., Gladwin, MI 48624
PHONE · (231) 881-4000 | EMAIL: townshipassessing@gmail.com

OWNER NAME_____ OR	APPLICANT NAME_____
ADDRESS_____	ADDRESS_____
CITY/STATE/ZIP_____	CITY/STATE/ZIP_____
PHONE #_____	PHONE #_____
EMAIL_____	EMAIL_____

Land Division Application fee(s): 1 new parcel = $100; add $20.00 for each additional parcel

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. INCOMPLETE APPLICATIONS WILL BE RETURNED, APPLICATION REVIEW FEE WILL NOT BE RETURNED. PLEASE ANSWER ALL QUESTIONS AND PLACE AN "N/A" WHERE NOT APPLICABLE.)

1. PARCEL ID # OF PARCEL(S) TO BE DIVIDED/CHANGED: 02-_____-_____-_____-_____
   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.

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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 that were made after March 31, 1997.
- The proposed new division(s) including dimensions and sizes.
- Location of 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. (i.e.: deed)

c. _____ A copy of any transferred division right(s) in the parent parcel (Sect 109(4) of the Act).

d. _____ Tax Split 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.

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.

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 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: _____

DO NOT WRITE BELOW THIS LINE

TOWNSHIP ZONING 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