

# LAND DIVISION APPLICATION

The new Land Division Act does not replace current Township Zoning and any land divisions must still comply with zoning regulations, subdivision review process, site condo requirements, public/private road regulations, water/sanitary requirements/public utility easements and State/Federal standards. The previous Subdivision Control Act rules still apply to parcel splits over a certain number and can only be done pursuant to a plat or site condominium.

In addition to the previous requirements the following items need to be submitted for consideration:

(Be sure to use this as a checklist so that all requirements have been met prior to the submittal of this application)

1. Legal description of the original parcel.
2. Legal description of the proposed parcel(s).
3. Legal description of the easements and/or roads giving ingress and egress to the proposed and remaining parcel.
4. Proof that all due and payable taxes or installments of special assessments pertaining to the land proposed to be divided are paid in full.
5. Description of easements for public utilities.
6. Proposed use of the new parcel(s) (not for use of a zoning change).
7. An abstract of the original parcel. *\*The history and specifications of any previous divisions of land of which the proposed division was a part sufficient to establish the parcel to be divided was lawfully in existence as of March 31, 1997, the effective date of the State Land Division Act.*
8. Must meet Township Zoning for street frontage for each site.
9. If transfer of division rights is proposed in the land transfer, detailed information about the terms and availability of the proposed division rights transfer.
10. Tentative parcel map showing proposed splits containing the following:

a: date, north arrow, scale, property owner name and address

- b: proposed lot lines and dimensions
- c: ingress and egress locations
- d: street locations
- e: existing buildings and structures placed on the map in relation to the lot lines
- f: adjacent drives and streets
- g: area sketch map or a certified survey if more than two parcels are being created

Deeds need to include whether rights to future divisions are being conveyed or retained by parent parcel. See Section 109 (3).

Deeds need to include the Michigan Right to farm act statement, see Section 109 (4).

Upon submission of all the items required to the Township, you will be notified of the approval or denial within 45 days.

The applicant and all parties involved of a land division resulting in a parcel or parcel(s) of less than 1 acre are hereby notified that the municipality, county and/or its employees are not held liable if a building permit is not issued for the approved proposed parcel(s). Please familiarize yourself with Section 109, which is attached to your application, part of which follows:

*Section 109 (2) The municipality or county approving a proposed division resulting in a parcel less than 1 acre in size and its officers and employees are not liable if a building permit is not issued for the parcel for the reasons set forth in this section. (Please read all of section 109 for the rest of the information).*

**Approval of a land division is only for splitting of the parcel(s) as shown on submitted plat. The approval is good for a period of 90 days , if parcel(s) survey or Deeds have not been officially recorded at the County Register of Deeds by the expiration date then the approval is voided and the application process must be repeated.**

**The application fee is \$100 for the first split (one parent and one child)and \$25 for each additional split (each additional child) in this application. The check is to be made out to: Ronda Mrock-Parks and mailed to the address below.**

**Ronda F Mrock-Parks, Township Assessor  
PO Box 454, Au Gres, Michigan 48703**

Anyone that violates the Plat Act is guilty of a misdemeanor.

Land Owners Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of submittal: \_\_\_\_\_

\*\*\*\*\*

Approval \_\_\_\_\_

Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Denied \_\_\_\_\_

Date \_\_\_\_\_

Appeal process: Appeals may be filed with the Zoning Board of Appeals as adopted by the zoning ordinance.

\*\*\*\*\*

Returned for re-submittal after supplying the following missing documents/requirements:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

When re-submitting an application the 45 days begins from the time of the re-submittal.

Date of re-submittal: \_\_\_\_\_

Land Owners signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

**For Applications that have been resubmitted:**

**Approved** \_\_\_\_\_

**Date** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Denied** \_\_\_\_\_

**Date** \_\_\_\_\_

**Fine for noncompliance: not more than \$1000 or imprisonment in jail for no longer than 180 days, or both, upon conviction. For each subsequent offense, a like fine or imprisonment in the county jail not to exceed one year can occur.**

**Completed Applications can be returned to:**

**Ronda F Mrock-Parks, Township Assessor  
PO Box 454, Au Gres, Michigan 48703  
989/876-7625 Telephone**