

TOWNSHIP PARCEL DIVISION APPLICATION



Please answer all questions and include all attachments,
or this will be returned unapproved to you.

Approval of a division is required *before* it is sold or transferred when a new Parcel is less than 40 acres and not just a property line adjustment (Sec 102 e & f)

This form is designed to comply with Sec. 108 and 109 of the Michigan Land Division Act (formerly the subdivision control act P.A. 288 of 1967 as amended particularly by P.A. 591 of 1996, and P.A. 87 of 1997, MCL 560.101 et.seq.)

Jim LaPeer | Administrator
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231.238.9606

(Approval of a division is not a determination that the resulting Parcels comply with other ordinances or regulations.)

1. LOCATION of Parent to be split: Address _____ Road Name _____
Parent Parcel IDENTIFICATION NUMBER _____
Parent Parcel Legal Description (DESCRIBE OR ATTACH) _____

2. PROPERTY OWNER INFORMATION:

Name _____ Phone (_____) _____
Address _____

3. PROPOSED DIVISION(S) TO INCLUDE THE FOLLOWING:

- A. Number of new Parcels _____
- B. Intended use ☐ residential ☐ commercial ☐ other _____
- C. Each proposed Parcel, if 10 acres or less, has a depth to width ratio of 4 to 1.
- D. Each Parcel has a width of _____ (not less than required by ordinance)
- E. Each Parcel has an area of _____ (not less than required by ordinance)
- F. The division of each Parcel provides access as follows: (check one)
- ☐ Each new division has frontage on an existing public road. Road name _____
- ☐ A new public road, proposed road name _____
- ☐ A new private road, proposed road name _____
- G. Describe or attach a legal description of proposed new road, easement, or shared driveway. _____

- H. Describe or attach a legal description for each proposed new Parcel. _____

4. FUTURE DIVISIONS being transferred from the Parent Parcel to another Parcel.

Indicate number transferred _____

(See section 109 (2) of the Statute. Make sure the deed includes both statements as required in 109 (3 & 4) of the Statute.)

5. DEVELOPMENT SITE LIMITS Check each which represents a condition which exists on the Parent Parcel:

- ☐ Waterfront property (river, lake, pond etc.) ☐ Includes wetlands
- ☐ Is within a flood plain ☐ Includes a beach
- ☐ Is on muck soils or soils known to have severe limitations for on-site sewage system

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6. ATTACHMENTS — All the following attachments **MUST** be included.

Letter each attachment as shown:

- A. A scale drawing for the proposed division(s) of the Parent Parcel showing:
 - (1) current boundaries (as of March 31, 1997), and
 - (2) all previous divisions made after March 31, 1997 (indicate when made or none), and
 - (3) the proposed division(s), and
 - (4) dimensions of the proposed division(s), and
 - (5) existing and proposed road/easement right-of-way(s), and
 - (6) easements for public utilities from each Parcel that is a development site to existing public utility facilities, and
 - (7) any existing improvements (buildings, wells, septic system, driveways, etc.)
 - (8) any of the features checked in question number 5.
- B. Indication of approval or permit from the Emmet County Road Commission, Michigan Department of Transportation, or respective city/village street administrator that a proposed easement provides vehicular access to an existing road or street meets applicable location standards.
- C. A copy of any reserved division rights (sec. 109 (2) of the act) in the Parent Parcel.
- D. Approved and signed copy of the tentative Parcel division or letter from Emmet County Planing & Zoning indicating that any necessary zoning or land use approvals has been granted.
- E. A per application fee payable to Littlefield Township of \$50.00 (one Parcel plus Parent Parcel remainder), plus \$20.00 (each additional Parcel after).

7. IMPROVEMENTS — Describe **all existing** improvements (buildings, well, septic, etc.) that are on the Parent Parcel or indicate none. _____

8. AFFIDAVIT and permission for municipal, county, and state officials to enter property for inspections:

I agree the statements made above are true, and if found not to be true this application 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 Littlefield Township, Emmet County, and the State of Michigan to enter the property where this Parcel division is proposed for purpose of inspection. Finally, I understand this is only a Parcel division which conveys only certain rights under the applicable land division ordinance and the State Land Division Act (formerly known as the subdivision control act P.A. 288 of 1967 as amended (particularly by P.A. 591 of 1996 and P.A. 87 of 1997). MCI 560.101 et.seq.) and doesn't include any representative or conveyance of rights in any other statute, building code, zoning ordinance, deed restrictions, or other property rights.

Finally, even if this division is approved, I understand 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 representing the division are recorded with the Register of Deeds or the division is built upon before the changes to law are made.

Property Owner's Signature _____ **Date** _____

For office use only. **Reviewer's action:**

Signature _____

Application Approval: Date _____

Denial Reasons _____

Total Fee \$ _____ Check # _____

Application Complete: Date _____

Application Denial: Date _____