

# LAND DIVISION APPLICATION

**You MUST answer all questions and include all attachments or this will be returned to you.**

Approval of a division of land is required before it is sold, when the new parcel is less than 40 acres and not just a property line adjustment.

Where you want this form sent when review is completed:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

This form is designed to comply with applicable local zoning land division ordinances and 109 of the Michigan Land Division Act (formerly the subdivision control act P.A. 288 of 1967 as amended) (Particularly by PA 591 of 1996. M.C.L. 560.101 et seq.)

1. LOCATION of parent parcel to be split:  
Address \_\_\_\_\_

Township/City \_\_\_\_\_ Parent parcel \_\_\_\_\_

2. PROPERTY OWNER information:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

3. APPLICANT information (if not owner):

Name \_\_\_\_\_ Business Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

4. **PROPOSAL:** Describe division(s) being proposed:

A. Number of new parcels \_\_\_\_\_

B. Intended use (residential, commercial, etc.) \_\_\_\_\_

C. The division of the parcel provides access to an exiting public road by: (check one)

\_\_\_ Each new division has frontage on an existing road

\_\_\_ A new public road, proposed road name \_\_\_\_\_

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

\_\_\_ A recorded easement (driveway). (Cannot service more than one potential site.)

4a Attach legal description of the proposed new road, easement or shared driveway

4b Attach legal description for each proposed new parcel.

5a **FUTURE DIVISIONS** that might be allowed but not included in this application? \_\_\_\_\_

5b The number of future division being transferred from the parent parcel to another parcel? \_\_\_\_\_

Identify the other parcel \_\_\_\_\_

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

6. DEVELOPMENT SITE LIMITS Check each that represents a condition which exists on the parent parcel. (any or part of parcel)

\_\_\_ Lake or riverfront parcel

\_\_\_ Includes wetland

\_\_\_ Includes beach

\_\_\_ Within a floodplain

\_\_\_ Includes slopes more than 25% (a 1:4 pitch or 14 degree angle) or steeper.

\_\_\_ Is on muck soils or soils known to have severe limitations for on site sewage systems

\_\_\_ Is known or suspected to have an abandoned well, underground storage tank or contaminated soils.

7. ATTACHMENTS

OR A. Survey, sealed by professional surveyor of proposed division(s) of parent parcel
Map/drawing to scale of proposed division(s) of parent parcel and the 45 day time limit is waived:

Signature \_\_\_\_\_

The survey map must show:

- (1) Current boundaries (as of March 31, 1997)
(2) All previous divisions made after March 31, 1997 (Indicate when made or none)
(3) Proposed division(s)
(4) dimensions of the proposed divisions
(5) Existing and proposed road/easement right-of-way
(6) Easements for public utilities from each parcel to existing public utility facilities
(7) Any existing improvements (building, wells, septic system, driveways, etc.)
(8) Any of the features checked in question number 6

- B. If under 1 acre: A soil evaluation of septic system permit for each proposed parcel prepared by the Health Department or each proposed parcel is serviced by a public sewer system.
C. If under 1 acres: An evaluation/indication of approval will occur or a well permit for potable water for each Proposed parcel prepared by the Health Department or each proposed parcel is serviced by a public Water system.
D. Indication of approval or permit from County Road Commission, MDOT or respective city/village Street administrator for each proposed new road, easement or shared driveway.
E. A copy of any transferred division rights (109(4) of the Act) in the parent parcel
F. A fee of \$ \_\_\_\_\_
G. Other \_\_\_\_\_

8. IMPROVEMENTS Describe an existing improvements (buildings, well, septic, etc.) Which are on the parent parcel or indicate none

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

I agree the statements made above are true and 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 at a time mutually agreed with the applicant. Finally, 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, PA288 of 1967, as amended (particularly by PA 591 of 1996), M.C.L. 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.

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 her e must comply with the new requirements (apply for division approval again) unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws arc made.

PROPERTY OWNER'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_
DO NOT WRITE BELOW THIS LINE

Reviewer's action: Total \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Approved: Conditions, if any: \_\_\_\_\_

Denied: Reasons (cite): \_\_\_\_\_

Signature & Date: \_\_\_\_\_

**\*\*PLEASE TAKE NOTICE\*\***

**PA 23 OF 2019 REQUIRES THAT ALL LAND DIVISION APPLICATIONS BE ACCOMPANIED BY A CERTIFICATION FROM THE LENAWEЕ COUNTY TREASURER THAT CERTIFIES THAT THE 5 YEARS OF TAXES PRIOR TO THE YEAR IN WHICH THE LAND DIVISION APPLICATION IS MADE ARE PAID.**

**ATTACHED IS THE APPLICATION FOR THIS CERTIFICATION. PLEASE COMPLETE THE TOP PORTION IN ITS ENTIRETY AND PRESENT IT TO THE LENAWEЕ COUNTY TREASURERS OFFICE FOR COMPLETION. THE LENAWEЕ COUNTY TREASURER'S OFFICE IS LOCATED AT:**

**301 N. MAIN STREET  
ADRIAN, MI 49221  
517-264-4554**

**PLEASE BE SURE TO ATTACH THE LEGAL DESCRIPTION OF THE PARCEL THAT YOU ARE REQUESTING CERTIFICATION OF TO THE LAND DIVISION TAX PAYMENT CERTIFICATION FORM.**

**THE COMPLETED FORM IS TO BE SUBMITTED TO THE TOWNSHIP WITH THE COMPLETED LAND DIVISION APPLICATION.**

# LENAWEE COUNTY TREASURER

Marilyn J. Woods, Treasurer  
Erin Van Dyke, Deputy Treasurer

301 N. Main Street, Adrian, MI 49221  
p: 517-264-4554 | f: 517-264-4556  
lenawee.mi.us



## LAND DIVISION TAX PAYMENT CERTIFICATION FORM

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner City, State, Zip: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property City, State, Zip: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Attach a description of the parcel to be divided

### CERTIFICATION DENIED

The Lenawee County Treasurer's Office has found delinquent taxes on the parcel listed above and cannot issue a certification of tax payment.

Delinquent Taxes Owed: \_\_\_\_\_

### CERTIFICATION APPROVED

Pursuant to House Bill 4055, the Lenawee County Treasurer's Office certifies that all property taxes and special assessments due on the above parcel subject to the proposed division for the five years preceding the date of the application have been paid. This certification does not include taxes, if any, now in the process of collection by the City, Village or Township. **EXCEPTION: this certification being subject to any Board of Review, Tribunal, and/or Principal Residence Exemption Denial.**

### DATED ON OR AFTER MARCH 1, \_\_\_\_\_

The return of current year delinquent taxes are not available for examination.

Certified by: \_\_\_\_\_ Date Certified: \_\_\_\_\_

Certification Fee of \$5 collected: Check \_\_\_\_ Cash \_\_\_\_