

# SHELBY TOWNSHIP

204 N. Michigan Ave., Shelby MI 49455 (231) 861-5853

## APPLICATION FOR LAND DIVISION

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- Please answer ALL QUESTIONS and include ALL ATTACHMENTS or this application may be returned to you for completion.
- Approval of a division of land is required before it is sold, when a new parcel is less than 40 acres [§102(e&f)].
- In the box below, fill in where you want this form to be sent upon completion of review.

Name	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 P.A. 591 of 1996), MCL 560.101, et seq.) It does not purport, however, to meet all the issues that a local unit may want to address.
Address	
City, State, Zip	
Phone	

\*Please label all attachments with corresponding number and reference the attachment in the application.

### 1. LOCATION OF PARENT PARCEL TO BE DIVIDED:

Parent Parcel Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Legal Description of Parent Parcel (an attachment may be provided): \_\_\_\_\_

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

### 2. PROPERTY OWNER INFORMATION (Full name from deed):

Name: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### 3. APPLICANT INFORMATION:

Contact Person's Name: \_\_\_\_\_

Business Name (if any): \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

A. Number of New Parcels: \_\_\_\_\_

B. Intended Use (Residential, Commercial, etc.) \_\_\_\_\_

C. Each parcel created by this division is provided access to a road by: (check one)

\_\_\_\_\_ each new division has frontage on an existing public road.

\_\_\_\_\_ a new public road (Proposed road name: \_\_\_\_\_)

(Road name cannot duplicate an existing road name)

\_\_\_\_\_ a new private road or easement (Proposed road name: \_\_\_\_\_)

\_\_\_\_\_ a recorded easement (driveway).

D. Write here, or attach, a legal description of the proposed new road, easement or shared driveway: \_\_\_\_\_

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

E. Write here, or attach, a legal description for each proposed new parcel: \_\_\_\_\_

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

5. FUTURE DIVISIONS

A. Number of Divisions that might be allowed but not included in this application: \_\_\_\_\_

B. Number of Future Divisions being transferred from Parent Parcel to another parcel: \_\_\_\_\_

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

[See Section 109(2) of the Act. Make sure your deed includes both statements as required in Section 109(3) and 109(4) of the Act]. If a roadway maintenance agreement is required, provide a copy of that Agreement.

6. LAND DIVISION TAX CERTIFICATION REQUEST

A. Must be obtained from the Oceana County Treasurer...see attached request form

7. IMPROVEMENTS: Describe any existing improvements (buildings, wells, septic, etc.) which are on the Parent Parcel, or indicate none (attach extra sheets if needed): \_\_\_\_\_

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

8. ATTACHMENTS (all attachments must be labeled with the appropriate letter).

\_\_\_\_\_ A. A map or drawing of the Parent Parcel in its entirety at a scale of \_\_\_\_\_.

\_\_\_\_\_ B. 1. A survey, sealed by a professional surveyor at a scale of \_\_\_\_\_ (insert scale) of the division(s) being proposed; **OR**

2. A map or drawing drawn to a scale of \_\_\_\_\_ (insert scale) of the division(s) being proposed and the thirty (30) day time limit is waived.

Signature: \_\_\_\_\_

The survey, map or drawing must show:

- (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 rights-of-way, and
- (6) Easements for public utilities, if any, from each parcel to existing public utility facilities, and
- (7) Any existing improvements (buildings, wells, septic systems, driveways, etc.)
- (8) Any of the features checked in Section 6.

\_\_\_\_\_ C. Indication of approval, or permit from County Road Commission, MDOT, or respective city/village street administrator, for each proposed new road or connection to public road.

\_\_\_\_\_ D. A copy of any transferred division rights [§109(4) of the Act] in the Parent Parcel.

\_\_\_\_\_ E. Other (please list) \_\_\_\_\_

9. ACKNOWLEDGEMENT (Please initial).

\_\_\_\_\_ I acknowledge that Township approval of this division does not warrant that all resulting lots are buildable.

10. 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 with 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, P.A. 288 of 1967, as amended (particularly by P.A. 591 of 1996), 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.

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 or surveys representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*For Reviewer's Use Only*

Fee: \_\_\_\_\_

Receipt: \_\_\_\_\_

\_\_\_\_ Approved      \_\_\_\_ with conditions, if any: \_\_\_\_\_

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\_\_\_\_ Denied

Reasons (cite §): \_\_\_\_\_

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Comments:

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Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_