



Located at: 9773 Mt Hope Rd. Munith, MI 49259  
 517-596-8200 office/517-596-8600 fax  
 Office Hours: 9 AM - 1 PM Monday, Tuesday & Thursday; Wednesday 1pm-5pm.  
 Closed Friday  
[www.waterlootwpmi.gov](http://www.waterlootwpmi.gov)

Parent Parcel#	_____
New Parent Parcel#	_____
New Split Parcel#	_____

## LAND DIVISION APPLICATION

You **MUST** answer all questions and include all attachments or this application will be returned to you. Bring or mail the application to Assessor's Office at the address listed above.

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 (§102 (e & f)). Fill in to whom and where you want this form sent when the review is completed.

(Please Print)

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 act. P.A. 288 of 1967 as amended (particularly by P.A. 591 of 1996). MCL 560.101 et. seq.)

1. LOCATION of parent parcel to be split:

Street Number:	Road Name:
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Parent Parcel Number:

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Legal Description: (Attach extra sheets if needed)


2. PROPERTY OWNER information:

Name:	Phone:
Address:	City: State: Zip:

3. APPLICANT information (if not the property owner):

Contact Person:	Phone:
Business Name:	Address:
	City: State: Zip:

DO NOT WRITE BELOW THIS LINE

Number of splits allowed by Statute: \_\_\_\_\_ Parcel Number: \_\_\_\_\_  
 Number of splits requested: \_\_\_\_\_ Name: \_\_\_\_\_

4. PROPOSAL: Describe the 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 existing public road by: (check one)

Each new division has frontage on an existing public road.

A new public road. Proposed road name: \_\_\_\_\_  
(Name can not duplicate an existing road name)

A new private road or easement. Proposed name: \_\_\_\_\_  
(Name can not duplicate an existing road name)

A recorded easement (driveway). (Can not service more than one potential site).

D. Legal description of the proposed new road, easement or shared driveway: (Attach extra sheets if needed)


E. Legal description and acreage of each proposed new parcel: (Attach extra sheets if needed)


5. FUTURE DIVISIONS that might be allowed but not included in this application?

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A. The number of future divisions being transferred from the parent parcel to another parcel? \_\_\_\_\_

B. 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 condition which exists on any part of the parent parcel:

- is in a DNR designated critical sand dune area.
- is riparian or littoral (is a river or lake front parcel).
- is affected by a Great Lake High Risk Erosion setback.
- includes a wetland.
- includes a beach.
- is within a flood plain.
- includes slopes more than twenty-five percent (a 1:4 pitch or 14° angle) or steeper.
- is on muck soils or soils known to have severe limitations for on-site sewage system.
- is known or suspected to have an abandoned well, underground storage tank or contaminated soils.

7. IMPROVEMENTS: Describe any existing improvements (building, well, septic, ect.) which are on the parent parcel indicated none (attach extra sheets if needed)


8. ATTACHMENTS (all attachments must be included) Letter each attachment as shown here.

A. Proof of ownership (copy of recorded deed).

B1. A survey, sealed by a professional surveyor at a scale of \_\_\_\_\_ (insert scale), of proposed division(s) of parent parcel.

OR

B2. A map/drawing drawn to scale of 1"= 200 ft. or proposed division(s) or parent parcel and the 45 day limit is waived until compliance of A1 is met.

The survey or map 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 divisions, and
- (5) Existing and proposed road/easements right-of-way, and
- (6) Easements for public utilities from each parcel to existing public utility facilities, and
- (7) Locate setbacks of any existing improvements (building, well, septic systems, driveways, etc.), and
- (8) Any of the features checked in question number 6.

C. A soil evaluation or septic system permit for each proposed parcel prepared by the Health Department, or each proposed parcel is serviced by a public sewer system.

D. 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 os serviced by a public water system for parcels less than 1 acre.

E. Indication of approval or permit from County Road Commission, MDOT, or respective city/village street administer, for each proposed new road, easement or shared driveway.

F. A copy of any transferred division rights.

G. A fee of \$150.00 for the parent parcel and \$40.00 per each child parcel will be required before any review will take place.

H. Insufficient information requiring additional committee review will be billed at \$180.00 per meeting.

I. Other (please list): \_\_\_\_\_

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

I agree the statements made above are true and if found not to be true, this application and any approval will be void. Futher, I agree to comply with the conditions and regulations provided with this parent parcel division . Futher, 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: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE:

Reviewer's Action:

\_\_\_\_\_ Approved: Conditions. if any: \_\_\_\_\_

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

Signature and date: \_\_\_\_\_

Total Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_