



**Waterloo Township | Jackson County, MI**  
 Location and Mailing Address:  
 9773 Mt. Hope Road, Munith, MI 49259  
 Office: 517-596-8200 | Fax: 517-596-8600

## LAND DIVISION APPLICATION

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

Applicant **MUST** answer all questions and include all required attachments, or this application will be returned to the applicant as incomplete. Hand deliver or mail the application to the Waterloo Township 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 the applicant would like this form sent when the review is completed.

(Please Print)

Name:		
Address:		
City:	State:	Zip Code:

This form is designed to comply with § 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.), and the Waterloo Township Land Division Ordinance O-13-4-17-01, as amended.

**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 documentation if necessary)

**2. PROPERTY OWNER information:**

Name:		
Address:		
City:	State:	Zip Code:
Phone:	Other Phone:	
Email:		

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

Name:		
Address:		
City:	State:	Zip Code:
Phone:	Other Phone:	
Email:		

**4. PROPOSAL:** describe the divisions(s) being proposed

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

B. Intended use (agriculture, residential, commercial, industrial, 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 cannot duplicate an existing road name)

A recorded easement. Proposed road name: \_\_\_\_\_  
(Name cannot duplicate an existing road name)

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

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

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

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

B. Identify the other parcel:

\_\_\_\_\_

**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 plan.
- Includes slopes more than twenty-five (25) percent (a 1:4 pitch or 14° angle) or steeper.
- Is on muck 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, etc.) which are on the parent parcel. If no improvements were made, indicate NONE below. (attach extra sheets if necessary):

8. **ATTACHMENTS:** indicate the attachment 'letter' to identify all attachments (all attachments must be included)

- A. Proof of ownership (copy of recorded deed).
- B. A certificate from the County Treasurer, showing that all taxes due and payable upon the property have been paid in full.
- C. A survey, sealed by a professional surveyor of professional division(s) of the parent parcel. Submitted survey must include the scale of the drawing.

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 division(s), 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 six (6), DEVELOPMENT SITE LIMITS.
- D. Indication of approval or permit from the appropriate county Department of Transportation, MDOT, or respective city/village street administrator, for each proposed new road, easement or shared driveway.
  - E. A copy of any transferred division rights.
  - F. A fee of \$150.00 for the parent parcel and \$40.00 per child parcel will be required before any review takes place.
  - G. Insufficient information requiring additional committee review will be billed at \$180.00 per meeting.
  - H. 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. 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 of conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

I understand that 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 of 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.

I understand that I must be present at the Waterloo Township Board meeting on the date when the Board reviews and makes a decision regarding this application. I understand I can review upcoming Board meeting agendas at the Township website at: [www.waterlootwpmi.gov](http://www.waterlootwpmi.gov). I understand that if I am not able to attend the Board meeting when my application is to be reviewed by the Board, the Board may deny my application. I understand I will be notified of the Board's decision regarding my application by the Waterloo Township's Clerk Office. I also understand Board decisions are posted as draft meeting minutes within eight (8) business days after the Board meeting on the Township website. Finally, I understand that failure on my part, the Applicant, to record the deeds associated with this boundary adjustment with the Jackson County Register of Deeds within 90 days of Township Board approval, will invalidate this boundary adjustment.

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_