

LAND DIVISION APPLICATION

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

Office of Supervisor
ATTN: Land Division Department
Dexter-Pinckney Road
Dexter, MI 48130

Date Filed: _____
LDA # _____

Approval of a division of land is required before it is sold, when any parcel is less than 40 acres and not just a property line adjustment. Below, fill in where you want this form sent, when the review is completed.

Name: _____
Address: _____

This application must comply with applicable local zoning, land division ordinance 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)

1. LOCATION of parent (existing) parcel to be split:
Address: _____
Parent parcel Number: _____
Legal Description of Parent Parcel (attach extra sheets if needed):

2. PROPERTY OWNER information: _____
Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____

3. APPLICANT information (if not the property owner): _____
Contact Person's Name _____
Business Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____

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:

 (Road name cannot duplicate an existing road name.)

- 4A. Write here, or attach, a legal description of the proposed new road.
- 4B. Write here, or attach, a legal description for each proposed new parcel (attach extra sheets if needed):
- 5A. FUTURE DIVISIONS that might be allowed but not included in this application? (Attach extra sheets if needed.)

- 5B. The number of future divisions being transferred from the parent ?
 _____. 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 part of the parcel:

- _____ is riparian or littoral (It is a river or a lake front parcel).
- _____ includes a wetland.
- _____ includes a beach.
- _____ is within a flood plain.
- _____ includes slopes more than twenty-five percent (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.
- _____ includes an easement for ingress or egress to or from another parcel.

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

A.

_____ 1. Four (4) copies of a survey, **sealed** by a professional surveyor at a scale of _____ (insert scale), of proposed divisions (s) of parent parcel;

or

_____ 2. Four (4) copies of a map/drawing drawn to a scale of ____ (insert scale),
or
proposed division(s) of parent and the 45 day time is waived:
Signature: _____

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 divisions (s), and
- 4) _____dimensions of the proposed divisions, and
- 5) _____existing and proposed road/easement rights-of-way, and
- 6) _____easements for public utilities from each parcel to existing public utility facilities, and
- 7) _____any existing improvements (buildings, wells, septic system, driveways, etc., and
- 8) _____any of the features checked in questions number 6, and
- 9) _____original seal and signature of surveyor.

B. Proof of ownership of parent parcel.

C. Indication of approval, or permit from County Road Commission, MDOT, or respective city/village street administrator, for each proposed new road and/or driveway.

D. A copy of any transferred division rights (109) (4) of the Act in the parent parcel.

E. All property taxes and special assessments due on the parcel or tract subject to the proposed division for the 5 years preceding the date of the application have been paid, as established by a certificate from the county treasurer of the county in which the parcel or tract is located.

F. A fee of \$ _____ and a deposit of \$_____, if applicable.

G. Other (please list):

8. IMPROVEMENTS, 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 the 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 the 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 and separating ownership are recorded with the Register of Deeds or division is built upon before the changes to laws are made.

PROPERTY OWNERS (S)

SIGNATURE _____ DATED: _____

SIGNATURE _____ DATED: _____

DO NOT WRITE BELOW THIS LINE

REVIEWER'S ACTION:

TOTAL \$ _____ RECEIPT # _____

_____ **APPROVED: CONDITIONS, IF ANY:** _____

_____ **DENIED: REASONS (CITE)** _____

Signature and dated: _____

LAND DIVISION REVIEW WORK SHEET

Parent Parcel No. _____

This requested information must 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 the 1996), MCL 560.101 et.seq.)

REVIEW CHECK LIST

	Yes	No	Not Applicable	
1.				Application Complete
	___	___	___	A. All questions are answered: By: _____
	___	___	___	B. Property owner, applicant, agent information provided
	___	___	___	C. Proof that all due and payable taxes and special assessments have been paid.
	___	___	___	D. Map, drawn to scale, of the proposed division of the 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 divisions, and
	___	___	___	(5) existing and proposed road/and ingress and egress easement rights-of-way, and
	___	___	___	(6) easements for public utilities from each parcel to existing public utility facility, and
	___	___	___	(7) any existing improvements (buildings, wells, septic system, driveways, etc.)
	___	___	___	(8) any of the development site limitations checked in question number 6.

- E. Proposed legal description for a new road(s) or easements(s).
- F. Review materials from the County Road Commission, MDOT or respective city/village street administrator, for each proposed new road.
- G. Proposed legal descriptions for each proposed new road.
- H. Review proof of ownership.
- I. Review materials from Dexter Township for a new public road and/or a lot split in a subdivision.
- J. Review materials from MDEQ and/or Washtenaw County for regulated wetlands and activities.
- K. Review materials from Washtenaw County Drain for flood plain and/or drainage.
- L. A copy of any transferred division rights (109) (4) of the Act) in the parent parcel.
- M. Affidavit/application is signed by property owner and applicant.
- N. A fee of \$_____ and a deposit of \$_____.
- O. If any of the above is checked "NO"; return incomplete application for missing material.

2. **Municipal Zoning and Ordinance:**

- A. Zoning district for proposed divisions: _____
Zoning Ordinance (municipality) and effective date: _____
_____. There is not any municipal zoning applicable.
- B. Complies with minimum parcel size of: _____
- C. Complies with minimum road frontage of: _____
- D. Complies with minimum width at setback of _____
- E. Complies with minimum water frontage of: _____

- ___ ___ ___ F. Complies with minimum width to depth of: _____
- ___ ___ ___ G. Complies with maximum number of parcels on a single road of: _____
- ___ ___ ___ H. Complies with minimum road width requirements of: _____
- ___ ___ ___ I. Complies with clear view at intersection requirements of: _____
- ___ ___ ___ J. Complies with other applicable provisions of: _____
- ___ ___ ___ K. Complies with other municipal ordinance applicable provisions of: _____

3. **Land Division Review:**

- ___ ___ ___ A. Proposed division(s) have approval from Dexter Township Board for road named: _____
- ___ ___ ___ B. Proposed divisions(s) have approval from Washtenaw County. Road Commission for access to a public road from a new road.
- ___ ___ ___ C. Adequate easements for electricity, phone, gas, water, sewer, CATV, drainage, other. _____
- ___ ___ ___ D. Proposed new parcel is _____square feet (or_____sq. ft. with sewer) exclusive of natural features (floor plains; wetlands; water setbacks; beaches; slopes greater than 25%; areas not suitable for on-site sewage disposal if not sewerred) (8.6).
- ___ ___ ___ E. Proposed new parcel complies with zoning minimum parcel size (8.4(1) [number 2, above].

4. **Requirements for Dividing Lots in a Subdivision:**

_____ (name of plat)

A .proposed split lot, in a subdivision, has approval from the _____ (applicable public agency).

5. **State Statute Division Review:**

- A. Property owner, applicant, agent information provided (109(1)).
- B. Proposed division(s) complies with 108 of the statute.
- C. Legal description is adequate for each proposed parcel.
- D. Each proposed parcel, 10 acres or smaller, does not exceed a width of 1 to a depth of 4, (or a width-to-depth required by municipal ordinance) 109 (1) (b) and 109 (1) (c)).
- E. Easements are adequate for public utilities from each new division to existing public utility facilities (109 (1)(g)(iii)).
- F. Each proposed division has an area not less than required by local ordinance (_____square feet (or _____sq ft.) in Subdivision and Condominium Ordinance OR the municipal zoning ordinance) (109)(1)(d) [as checked in numbers 2,3 and 4, above.]
- G. County Road Commission, MDOT, or respective village/city street administrator, has approved each proposed new road (109(1)(e)).
- H. Proposed new road for access is adequate (109(1)(e)).
- I. Proposed legal description(s) for each new division (s) is (are) adequate (109(1)(a)).
- J. Sewage disposal approved for each division by the Health Department (109(1)(g)(ii)).
- K. Water system approved for each division by the Health Department (109(1)(g)(i)).
- L. Future division rights have been transferred to _____

6. **Conclusion:**

- A. Are any of the above marked “**NO**” ?

___ ___ ___ Letter of denial giving reason sent.

___ ___ ___ B. Approved

Conditions:

Day: _____, Month _____, Date: _____ Time: _____

Initials:

Additional notes: