

## GREEN LAKE TOWNSHIP PARCEL DIVISION APPLICATION

9394 10<sup>th</sup> Street P. O. Box 157 Interlochen, Michigan 49643 - (231) 276-9329

You **MUST** answer all questions and include all attachments, or this will be returned to you. Bring or mail to GREEN LAKE TOWNSHIP at the above address.

Approval of a division of land is required before it is sold, when a new parcel is less than 40 acres and not just a property line adjustment (Sec 102 e&f)

*This form is designed to comply with Sec. 108 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 and PA 87 of 1997) MCI 560 et.seq.)*

### Approval of this division is not a determination that the resulting parcels comply with other ordinances or regulation.

1. LOCATION of PARENT to be split: Address: \_\_\_\_\_ Road Name \_\_\_\_\_  
PARENT PARCEL NUMBER: 28- 07- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Parent Parcel Legal Description (DESCRIBE OR ATTACH) \_\_\_\_\_

2. PROPERTY OWNER INFORMATION:		3. APPLICANT INFORMATION (If not the property owner)	
Name: _____	_____	Name: _____	_____
Address: _____	_____	Address: _____	_____
Phone: _____	(Zip Code) _____	Phone: _____	(Zip Code) _____
Fax: _____	_____	Fax: _____	_____

#### 4. PROPOSED DIVISION(S) TO INCLUDE THE FOLLOWING:

- A. Parent Parcel Size (acreage)? \_\_\_\_\_
- B. Number of new Parcels \_\_\_\_\_
- C. Intended use (residential, commercial, etc.) \_\_\_\_\_
- D. The division of the parcel provides access as follows: (check one)
  - \_\_\_ 1) Each new division has frontage on an **existing public road.**
  - \_\_\_ 2) Each new division has frontage on an **existing private road.**
  - \_\_\_ 3) A **new public road**, proposed road name: \_\_\_\_\_  
Road name must be approved by G. T. County Equalization and Township Board of Trustees
  - \_\_\_ 4) A **new private road**, proposed road name: \_\_\_\_\_  
Road name must be approved by G. T. County Equalization and Township Board of Trustees
  - \_\_\_ 5) A **recorded easement**: \_\_\_\_\_  
Describe or attach a legal description of proposed new road, easement or shared driveway. If the proposed new or existing easement will serve 2 or more parcels, Road name must be approved by G. T. County Equalization and Township Board of Trustees
- E. Describe or attach a legal description for each **proposed new parcel** \_\_\_\_\_
- F. Each proposed parcel if 30 acres or less, has a depth to width ratio not to exceed 3 to 1 (per Twp. Ordinance)
- G. Each proposed division conforms with one of the following minimum width & area requirements:(check one)
 

___ a) R-1 & R- 2:	width: 150 feet,	area: 1 acre (43560 net sq. ft.)
___ b) R-3:	width: 100 feet,	area: 1/2 acre (21780 net sq. ft.)
___ c) F/A:	width: 330 feet,	area: 5 acres net.
___ d) COMM:	width: 200 feet on a Public Rd.,	area: (40,000 net sq. ft.)
___ e) VIR & VIC:	width: per Zoning Ordinance	
___ f) INDS:	width: 250 feet,	area: 5 acres net.

5 FUTURE DIVISIONS being transferred from the parent parcel to another parcel. Indicate number transferred \_\_\_\_\_  
(See section 109 (2) of the Statute. Make sure your deed includes both statements as required in 190 (3 & 4) of the Statute.)

- 6. DEVELOPMENT SITE LIMITS** (Check each which represent a condition which exists on the parent parcel:
- ⇒ \_\_\_\_\_ Waterfront property (river, lake, pond etc.) \_\_\_\_\_ Includes wetlands
  - ⇒ \_\_\_\_\_ Includes a beach \_\_\_\_\_ Is within a flood plain
  - ⇒ \_\_\_\_\_ 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
  - ⇒ \_\_\_\_\_

**Note** Please be aware that since 1992 Grand Traverse County has had in effect a Soil Erosion and Storm Water Runoff Control Ordinance which may affect your proposed land division. If 3 or more building sites are served by an easement or private road, it would be in your best interest to submit your proposed survey to the Grand Traverse County Drain Commissioners Office for a preliminary review prior to any road or easement construction.

**7. ATTACHMENTS** - All the following attachments **MUST** be included. **Number each attachment as shown:**

- \* A. A survey that complies with the requirements of P.A. 132 of 1970 as amended for the proposed division(s) of the parent parcel showing:
  - \_\_ (1) current boundaries (as of March 31, 1997).
  - \_\_ (2) all previous divisions made after March 31, 1997 (indicate when made or none).
  - \_\_ (3) the proposed division(s).
  - \_\_ (4) dimensions of the proposed divisions.
  - \_\_ (5) existing and proposed road/easement right-of-way(s).
  - \_\_ (6) easements for public utilities from each parcel to existing public utility facilities.
  - \_\_ (7) any existing improvements (buildings, wells, septic system, driveways, etc.).
  - \_\_ (8) any of the features checked in questions number 6.
- \* \_\_ B. Indication of approval, or permit from Grand Traverse County Road Commission, or respective city/village street administrator, for each proposed new road, easement or driveway.
- \* \_\_ C. A copy of any reserved division rights (sec. 109 (4) of the act) in the parent parcel.
- \* \_\_ D. A non refundable fee of: (\$50, 1 split), (\$75, 2-4 splits), (\$125, 5-10 splits), (\$175, 11 or more splits).
- \* \_\_ E. Proof of fee ownership of land.
- \_\_ F. History and specifications of any previous divisions of Parcel to be divided to establish lawful existence as of March 31, 1997.

**8. 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. Finally, I understand this is only a parcel division which conveys only certain rights under the applicable local land division 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 and PA 87 of 1997), MCL 560.101 et. seq.) and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restrictions or other property rights.

I understand that 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 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**

*For office use only*

**- Reviewer's Action:**

**Application Completed: Date** \_\_\_\_\_

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

\_\_\_\_\_ **Denied:** Reasons (cite Sec.): \_\_\_\_\_

Signature: Township Assessor \_\_\_\_\_ Date: \_\_\_\_\_  
 Township Supervisor \_\_\_\_\_ Date: \_\_\_\_\_  
 Township Zoning Administrator \_\_\_\_\_ Date: \_\_\_\_\_

## NOTICE TO ASSESSOR OF TRANSFER OF THE RIGHT TO MAKE A DIVISION OF LAND

*Issued under authority of Land Division Act (P.A. 288 of 1967 as amended by P.A. 87 of 1997) . Filing is mandatory.*

This form must be filed by an owner of a parent parcel or parent tract of land when the owner creates a parcel from the parent parcel or parent tract and transfers the right to make a further division to the owner of the created parcel. This form must be filed within 45 days of the transfer of the right to make a division. This form must be filed with the assessor of the city or township where the property is located.

1. Street Address of Parent Parcel or Parent Tract	2. County	4. Date of Transfer of Right to Make a Division
3. City/Township/Village Where Real Estate is Located		<p><b>PIN</b>, this number ranges from 10 to 25 digits. It usually includes hyphens and sometimes includes letters. It is on the property tax bill and on the assessment notice.</p>
<input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		
5. Property Identification Number (PIN) of Parent Parcel or Parent Tract. If you don't have a PIN, attach legal description.		
6. Name of Owner of Parent Parcel or Parent Tract	Address of Owner of Parent Parcel or Parent Tract	
7. Property Identification Number (PIN) of Created Parcel if PIN has already been assigned.		
8. Name of Owner of Created Parcel	Address of Owner of Created Parcel	

**THE FOLLOWING QUESTIONS MUST BE ANSWERED.**

1. Did the parent parcel or parent tract have any unallocated divisions under the Land Division Act, P.A. 288 of 1967, MCL 560.101 to 560.293? Check appropriate box below:

YES

NO

If the YES box was checked, go to question 2. If the NO box was checked, go to question 3.

2. How many unallocated divisions did the parent parcel or parent tract have prior to this transfer?

Enter number here \_\_\_\_\_.

3. Were there any unallocated divisions transferred to the newly created parcel?

YES

NO

If the YES box was checked, go to question 4. If the NO box was checked, go to the signature area of the form.

4. How many unallocated divisions were transferred to the newly created parcel? Enter number here \_\_\_\_\_.

**CERTIFICATION**

I certify that the information above is true and complete to the best of my knowledge.

Signature of Owner of Parent Parcel or Parent Tract	Date	If Signer is other than the owner, print name and title
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## INSTRUCTIONS

This form must be filed by an owner of a parent parcel or parent tract of land when the owner creates a parcel from the parent parcel or parent tract and transfers the right to make a further division(s) to the owner of the created parcel.

Example: The owner of a parent parcel 10 acres in size is selling off a created parcel 2 1/2 acres in size. In this example the 10 acre parent parcel qualifies under the Land Division Act to make four (4) divisions before platting is required. Therefore, two (2) more divisions may be made before platting is required.



The owner of the parent parcel who sold the 2 1/2 acre parcel can keep the authority to make two (2) additional divisions or may convey the authority to make one or both of the additional divisions to the owner of the created parcel.

If the owner of the parent parcel conveys the authority to make one or both additional divisions to the owner of the 2 1/2 acre created parcel, this form (L-4260a) must be filed with the local assessor within 45 days of that action.

**This form must also be filed when the owner of a parent parcel or parent tract conveys the parent parcel or parent tract, and also transfers the right to make further divisions to the new owner of the parent parcel or parent tract.**

**For more information about the Land Division Act, you may contact the Subdivision Control Section of the Department of Consumer and Industry Services at (517) 334-7750.**

### Excerpt from P.A. 87 of 1997

Sec. 109(2) The right to make divisions exempt from the platting requirements of the act under section 108 and this section can be transferred, but only from a parent parcel or parent tract to a parcel created from that parent parcel or parent tract. A proprietor transferring the right to make a division pursuant to this subsection shall within 45 days give written notice of the transfer to the assessor of the city or township where the property is located on the form prescribed by the state tax commission under section 27a of the general property tax act, P.A. 206 of 1893, MCL, 211.27a. The state tax commission shall revise the form to include substantially the following questions in the mandatory information portion of the form:

(a) "Did the parent parcel or parent tract have any unallocated divisions under the land division act, P.A. 288 of 1967, MCL 560.101 to 560.293? If so, how many?"

(b) "Were any unallocated divisions transferred to the newly created parcel? If so, how many?"