

# Township Parcel Division Application

Return to:

Township Assessing Office Attn: Land Division

P.O. Box 25 Rogers City, MI 49779

(989) 734-3555 Office [assessor@assessingoffice.com](mailto:assessor@assessingoffice.com) <http://www.assessingoffice.com>

- You **MUST** answer all questions and include all attachments or this **WILL** be returned to you.
- Land divisions will **NOT** be accepted via fax or personal delivery, the originals must be mailed.
- Approval of this division is not a determination that the resulting parcels comply with other ordinances or regulations.
- Application received lacking any specific requirement are subject to **immediate denial**.

*Are ALL parcels resulting from this split more than 40 acres? Are you selling property to an adjacent land owner or is this a property line adjustment?  
If either answer is YES to the above, division approval is **NOT** necessary.*

## APPLICATION

- 1) Township: \_\_\_\_\_
- 2) Parent Parcel Number: \_\_\_\_\_
- 3) Owner Name: \_\_\_\_\_
- 4) Owner Address: \_\_\_\_\_
- 5) City/State/Zip: \_\_\_\_\_
- 6) Phone Number: \_\_\_\_\_
- 7) Number of New Parcels: \_\_\_\_\_
- 8) Number of Transferred Division Rights: \_\_\_\_\_ (attach additional sheets if necessary)

## ATTACHMENTS – (all items are REQUIRED)

- 1) Include a copy of a survey/drawing of parcels requested with **legal descriptions for all parcels, including the remaining parcel**. Drawing must comply with the requirements of P.A. 132 of 1970 as amended. *The drawing must show the current boundaries, all previous divisions made after March 31, 1997 (indicate date when made), proposed divisions, dimensions of the divisions, existing or proposed road/easement right-of-ways, any other easements, and existing improvements.* (surveys are required for parcels two acres or less)
- 2) Indicate on the survey/drawing the locations of **ALL** buildings and description of each building and which “new” parcels the structures will be located on. Include wells and septic systems on the drawing. Otherwise, please indicate VACANT if applicable.
- 3) Include your deed for the parent parcel.
- 4) Include **PROPERTY TAX** payment status certificate (must be completed by County Treasurer).
- 5) If your parcel was created/split after March 31, 1997, include the deeds of all child parcel owners.

**\*See page 4 for example**

- a) Was the property purchased before March 31, 1997?      \_\_\_ YES \_\_\_ NO
  - b) Was the property divided/created after March 31, 1997?      \_\_\_ YES \_\_\_ NO
- 6) Include the **COMPLETED** attachment on page 3 of this application entitled “Zoning Approval”
  - 7) Appropriate fee for processing. See page 6. ***NOTE: Make sure you have included PAGE 6***

**\*\* Checks with insufficient funds are subject to a collection fee.**

**NOTICES & ADVISEMENTS – (all must be initialed by property owner)**

- Initials \_\_\_\_\_ New Property ID numbers are issued upon a completed division. If you receive a Principle Residence Exemption you will need to **REFILE** on the new number.
- Initials \_\_\_\_\_ Upon approval of this division, the division will be completed with appropriate office and will be activated on next years assessment roll. All billings of Tax bills for the CURRENT year will be issued on the parent parcels. The current year ends 12/31.
- Initials \_\_\_\_\_ This division application is NOT subject to a timeframe. It may be delayed for any reason with or without notice. Please allow 2 weeks for normal processing time.
- Initials \_\_\_\_\_ The information requested on this application is not inclusive. **At any time during the approval phase, additional information/documentation may be REQUIRED.** Without the additional requested documents, the approval is considered PENDING. If application is incomplete, notice will be sent and a \$25.00 additional fee will be charged.
- Initials \_\_\_\_\_ **The only official approval is WRITTEN. The owner understands that any verbal communications are NOT binding. The ONLY official approval will be mailed to the owner of record ONLY. The owner will have to forward the Approval notice to applicable agencies.**

Initial one of the following:

\_\_\_\_\_ Express Processing \_\_\_\_\_ Regular Processing (see attached Fee schedule)

Initial one of the following:

\_\_\_\_\_ Initial here if you desire to have these parcels divided for the next assessment cycle. This will result in separating the tax bills for the **NEXT** assessment cycle.

\_\_\_\_\_ Initial here if you do **NOT** desire to have these parcels divided for the next assessment cycle at this time. In the event this option is checked, the approval will be valid for one (1) year from approval date; and for the division to be executed for the next assessment cycle, the property owner **MUST** submit in writing their intention to have the parcels divided.

**AFFIDAVIT OF UNDERSTANDING**

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 the 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 P.A. 87 of 1997), MCL 560.101 et. Seq.) and does not include and representation or conveyance of rights in any other statute, building code, zoning ordinance, or deed restrictions of other property rights.

Finally, even if this division is approved, I understand local ordinances and state Acts change from time to time, and if changed the division 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 the laws are made.

**Property Owners Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*\* Only valid if ALL current property owners of record sign this application. Letter of authorization **must** accompany all agent signatures.*

## ZONING APPROVAL/INFORMATION

**\*\*\* It is the applicant's responsibility to have this portion of the application completed by your local zoning official \*\*\***

*For a list of zoning officials, please see page 6*

**Completed by Owner/Applicant:**

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

Owner Name: \_\_\_\_\_

Description of Proposed Split(s):

**Completed by Zoning Official:**

**Current Zoning Category:** \_\_\_\_\_

**Minimum Width:** \_\_\_\_\_

**Minimum Area:** \_\_\_\_\_

The zoning department acknowledges that the information contained above is accurate and true to the best of their ability.

Please initial one:

\_\_\_\_\_ Information Only      \_\_\_\_\_ Meets Zoning Requirements      \_\_\_\_\_ Violation

Zoning Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Property Tax Certificate

**\*\*\* It is the applicant's responsibility to have this portion of the application completed by your County Treasurer's Office \*\*\***

*For the County Treasurer's contact information, please see page 6*

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

Owner Name: \_\_\_\_\_

Property Tax's are paid in full \_\_\_\_\_ (County Treasurers Initials)

I hereby certify that for the five years preceding the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ that there are no tax liens or titles held by the state for any unpaid taxes, except such taxes as may be in the process of collecting.

Property Tax's are DUE & OUTSTANDING \_\_\_\_\_ (County Treasurer's Initials)

Years Due: \_\_\_\_\_

Foreclosure: \_\_\_\_\_

I, hereby, certify that the above information is true and accurate to the best of our ability.

County Treasurer's Signature: \_\_\_\_\_

County Treasurer's Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_

**\*\* INCOMPLETE APPLICATION (\$25.00 fee for incomplete applications)**

**Your division is incomplete if the following documents are NOT submitted in one envelope via U.S. Mail ONLY:** (1) This land division application (2) a copy of a completed survey and/or drawing clearly depicting proposed divisions and/or buildings (3) All required deeds as described (4) Zoning approval from the appropriate jurisdiction (5) A complete legal description for all parcels (6) the appropriate processing fee.

- Applications that are missing information are **INSTANTLY** determined incomplete and will NOT be processed further. They will be processed when ALL documentation is submitted.
- Faxed copies are NOT accepted and will be rejected upon receipt.

**\*\*\* MISCELLANEOUS INSTRUCTIONS --- LIMITATIONS**

Below is a chart depicting the number of divisions allowed on a parent tract of property by using the acreage of the parent tract on March 31, 1997.

LAND DIVISIONS ALLOWED

Miscellaneous	Parent Tract or Parcel (Acres)	Maximum Number (Parcels)	Plus Bonus (Parcels)
First 10 acres or fractions may be split into 4 parcels	19.99 or fewer	4	None allowed
	20 – 29.99	5	7
	30 – 39.99	6	8
	40 – 49.99	7	9
	50 – 59.99	8	10
	60 – 69.99	9	11
	70 – 79.00	10	12
	80 – 89.99	11	13
	90 – 99.99	12	14
	100 – 109.99	13	15
	110 – 119.99	14	16
	120 – 159.99	15	17
Each whole 40 acres in excess of 120 acres	160 – 199.99	16	18

**DEED ATTACHMENT:**

**If the property was split after March 31, 1997 include ALL deeds of conveyance for all parcels. For example, if a parcel was 50 acres December 31, 1999 and split into 20 acres and 30 acres and the owner of the 30 acres desired to further divide the property (filing this application) we would require the deed for the 30 acre property owner and ALSO the deed for the 20 acre property owner. Deeds and documents can be typically located at the County Register of Deeds Office.**

**Common Rules & Regulations subject to review --**

- Do ALL parcels have dedicated access to the property, either via roadway or dedicated/recorded easement?
- Do ALL of the parcels comply with the local zoning codes?
- Does the PARENT tract have available divisions for further splitting? (above chart)
- Are any resulting parcels less than 10 acres?
  - If so, do they meet a 4 to 1, width to depth ratio. For example, if a parcel has 100 feet on the road, it's "depth" cannot exceed 4 times that, or 400 feet. Anything less than 400' would meet approval. Anything more would not be approved. This does not apply to parcels over 10 acres in size.