

**TOWNSHIP OF ROGERS
APPLICATION TO DIVIDE LOTS IN A PLATTED SUBDIVISION**

Return to:
Donna M. Hopp, Clerk
Township of Rogers
2290 County Road 451
Rogers City, MI 49779
(989) 734-4240

The State of Michigan Land Division Act and the Township of Rogers Ordinance to Allow for the Division of Lots in an Approved Plat prohibits the division of platted lots without prior approval of the Township Board. Attached to this application you should find a copy of the Ordinance describing the conditions that must be met to have division of platted lots permitted. If a copy of the Township Ordinance does not accompany this application, please request one from the Township Clerk at the above phone number.

INSTRUCTIONS

- A. Please fill out this application completely and attach **ALL** documentation requested on this application to avoid delay in having the Township Board review your request. Township Board meets the second Monday of each month.
- B. Attach the resulting descriptions of all properties affected by this division.
- C. Attach the resulting plot plan of all properties affected by this division. Include dimensions of resulting lots, location of all public right-of-ways, location of all easements, location of all buildings on the properties and the building distances from property lines. Include the location of wells and septic systems on the drawing. Please indicate VACANT if applicable. **YOU MAY BE REQUIRED TO PROVIDE A PROFESSIONAL SURVEY OF THE RESULTING LOTS IF DEEMED NECESSARY BY THE TOWNSHIP ASSESSOR.**
- D. Appropriate fee for processing. ****Checks with insufficient funds are subject to a collection fee****

Please Print or Type

- 1. Date: _____
- 2. Name of Applicant: _____
- 3. Mailing Address: _____
- 4. Daytime Phone: _____
- 5. Applicant's relationship to property: Owner Buyer Seller Representing buyer or seller
 Other (explain) _____
- 6. Parcel Address: _____
- 7. Parcel ID # _____

I (We) hereby request that the Rogers Township Board approve the division of the platted lot(s) as specified in the description(s) attached hereto. The division of this lot(s) is proposed for the following reasons:

ALL DELINQUENT TAXES MUST BE PAID ON ANY PARCEL BEFORE
THE DESCRIPTION OF THE PARCEL CAN BE CHANGED.

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 for at least one Township Board Meeting to be held. Meetings are held the second Thursday of each month.

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.

Initials _____ The only official approved 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.

APPLICATION / PROCESSING FEE STRUCTURE

_____ \$25.00 per division (allow 2 weeks for processing)
***Make Check payable to "Rogers Township Treasurer" ***
This application fee is non-refundable

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 lot division. Further, I agree to give permission for officials of the municipality, county, and the State of Michigan to enter the property where this lot division is proposed for the purposes of inspection. Finally, I understand this is only a lot division which conveys only certain rights under the applicable local Ordinance pertaining to Division of Lots in an Approved Plat and the State Land Division Act (formerly the subdivision control act P.A. 288 of 1967, as amended.) and does not include any 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 division are recorded with the Register of Deeds or the division is built upon before the changes to the laws are made.

****ALLOW PROPER TIME FOR PROCESSING & MAILING****

Property Owners Signature _____ **Date:** _____

Only valid if current property owner of record signs this application

DO NOT WRITE BELOW THIS LINE:

Township Board Recommendation: _____ Total: \$ _____ Check #: _____

_____ **Approved:** Conditions, if any: _____

_____ **Denied:** Reasons: _____

Township Clerk's Signature: _____ Date: _____