

## **LAND DIVISION AND COMBINATION** **INSTRUCTIONS**

All Land Divisions/Combinations applications must comply with the Land Division Act, P.A. 288 of 1967 as amended by P.A. 591 of 1996 and by P. A. 87 of 1997.

### **INCLUDE WITH THE APPLICATION:**

The applications must include proof of ownership or must include a brief letter signed by the owner giving the agent permission to divide or combine the property.

This application must include a Certificate of Survey or Map drawing of all new parcels created with legal descriptions included.

All property taxes and special assessments attributable to all properties, including delinquencies with proof of payment in full submitted to the Assessor's Office before land can be divided or combined. After approval, a new recorded deed of split parcels must be submitted.

Principle Residence Exemption Affidavit and Rescind form must be included where applicable.

### **LAND DIVISION REQUIREMENTS (this may not include all requirements)**

The depth of the proposed parcels must not be more than four times the width. The frontage and lot area must be less than the zoning ordinance requirements. The resulting parcels must be accessible and not land locked. All combinations and divisions must comply with provisions of the land division act.

### **NOTIFICATION OF APPROVAL OR DISAPPROVAL**

In receipt of a completed application, the Assessor will notify the applicant of approval or disapproval with in 45 days per MCL Sec.109 after filing of the proposed division with the designated township official if all the following requirements are met. Sec 64 any person who violates section 108,109, 109b, or the exempt split provision of section 103(1) and sells or aggress to sell a resulting parcel of land is responsible for the payment of a civil fine of not more than \$1,000 for each sold.

No splits or combinations will be processed after December 31<sup>st</sup> of any year.

### **PROCESSING OF THE LAND DIVISION/COMBINATION**

If the application is approved, the request will be processed in the current year but will only influence the following year's assessment and taxes. It is the responsibility of the applicant/owner of the Land Division Application to pro-rate any taxes for the current year.

# APPLICATION FOR

## LAND DIVISION/ COMBINATION

### DESCRIPTION CORRECTION or LOT LINE ADJUSTMENT

You MUST answer all questions and include all attachments, or this application will be returned to you.

**Any new splits/combinations a new deed or approved legal must be recorded with the County Register of Deeds per MCL 560.108(5)**

### Mail or Drop off Application with documentation to:

*Edenville Township  
Kayla Ripley Assessor  
467 Moore St, PO Box 24  
Edenville, MI 48620  
989 941-6772*

Parent Parcel ID# \_\_\_\_\_  
Number of Description Changes requesting: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Additional Name or Representative: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Alternate number (if needed): \_\_\_\_\_  
Email: \_\_\_\_\_  
Legal description of new parcel(s): \_\_\_\_\_

**20\_\_ is the year that the new description and assessment will appear for the first time.**

### THE FOLLOWING ACTION IS REQUESTED BY APPLICANT:

\_\_ Division \_\_ Combination \_\_ Plat \_\_ Description Correction \_\_ Master Deed

Location of Parent Parcel(s) (Tax ID numbers)

\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_ Address: \_\_\_\_\_

### SPLIT/COMBINATIONS PROPOSAL:

Number of new parcels: \_\_\_\_\_

**Intended Use:** \_\_ Residential \_\_ Agricultural \_\_ Commercial \_\_ Industrial \_\_ Developmental

The parcel has frontage and is accessible by what roads or easement of record must be provided:

\_\_\_\_ New Road  
\_\_\_\_ New private road or easement. Proposed new road name: \_\_\_\_\_  
\_\_\_\_ New Address \_\_\_\_\_  
\_\_\_\_ Recorded easement or driveway

**\*\*\*\*\*Check ALL that Apply\*\*\*\*\***

\_\_\_\_ River or Lake Frontage                      \_\_\_\_ Severe limitations on site for sewage disposal  
\_\_\_\_ Includes deep slopes more than 25%                      \_\_\_\_ Any abandoned wells, underground storage  
\_\_\_\_ Includes beach area or water access                      \_\_\_\_ tanks or contaminated soil.  
\_\_\_\_ Includes wetlands                      \_\_\_\_ Is within a flood plain area

**FUTURE DIVISIONS that might be allowed but not included in this application \_\_\_\_\_**

**\*\*\*\*\*INCLUDED WITH APPLICATION MUST BE THE FOLLOWING\*\*\*\*\***

**\*\*Copy of proof of payment of current taxes and any taxes that may have gone delinquent in prior years for all parcels involved. Check Gladwin County Treasurers Office if not sure if back taxes are paid.**

\_\_ Survey or Map must show proposed division(s) or combination(s) legal description and dimensions of all parcels involved and location of any buildings. Any new addresses for newly created parcels.

\_\_ Show setbacks of all buildings on property lines

\_\_ Provide legal description for any existing, proposed road/easement right-of-ways or shared driveways.

\_\_ Parent parcel map or survey with legal description and copy of field card.

\_\_ Approval of zoning, road frontage if needed

\_\_ Any change of use approval if needed

**\_\_ Copy of any transferred division rights of the parent parcel if needed (excludes subdivisions)**

**\*\*\*Must Answer Yes or No (circle one) \*\*\***

**Have included Principle Residence Exemption Form (PRE) affidavit and/or Rescind form**

**Or**

**Will file with Assessor later.**

**(Single Family or Qualified Ag parcels only) \_\_\_\_\_ initials of property owner**

**The Principle Residence form MUST be filed for any new split or combination parcel number that the PRINCIPLE residence exemption will be applied to.**

**Assessor will not take responsibility if exemption form is not filed in a timely manner**

**PLEASE READ BEFORE SIGNING:**

**AFFIDAVIT** and permission for municipal, county and state officials to enter the property for any inspections necessary.

**I understand** that any changes in the description of properties are made in accordance with the Land Division Act.

**I understand** that it is the sole responsibility of the applicant(s)/sellers and or purchaser's of said property (ies) to verify the compliance of property with local zoning and or building codes and health department requirements.

**I agree** that the statements above are true and if found to be not true on this application and any approval will be void. I further agree to give permission for the Officials of said Township/City, Village and Arenac County Officials not limited Equalization studies and analysis and the State of Michigan to give permission to enter the property where this parcel division is proposed for purposed of inspection to verify that the information on the application is correct.

**Further**, I understand that this is only a parcel division which conveys only certain rights under land division application, the Local Zoning Ordinance and State Land Division Act (formally the Subdivision Control Act, P.A. 288 of 1967m 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 stature, building code, zoning ordinance, deed restrictions or other property rights.

**Finally**, even if this division is approved, I understand, local ordinances and State Acts change and if changed the division made here must comply with the new requirements and apply for division again unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds or the division is built before the changes to laws are made.

**\*\*NOTE WHEN SIGNING THIS contract, YOU HAVE CONSENTED TO THE PROCESS OF COMPLETING THE COMBINATION/SPLIT PROCESS. No appeal process will occur for year that split or combination the year new parcels have been added to the assessment roll. Any reversal will not take place until new application and fee and approval from assessor will take place until the following year.**

Property Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

DATE STAMP HERE:

\_\_\_\_\_  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Reason Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Reviewer: \_\_\_\_\_

Retired parcel ID#: \_\_\_\_\_

New parcel ID#: \_\_\_\_\_

New parcel ID#: \_\_\_\_\_

Approval/Denial letter sent: \_\_\_\_\_