

LAND DIVISION APPLICATION STEPS & INSTRUCTIONS

To begin the Land Division Application process, please follow these steps & instructions. **Please note incomplete applications WILL BE returned and will delay the process. The required steps and documentation needed have been detailed out in the provided forms and instructions.** Due to the volume of land division applications, the Assessor is unable to provide consulting services and will only review **COMPLETED** applications submitted as required. If consultation is needed, it is recommended to contact a Professional Land Surveyor to assist you with the process. Land Divisions made in the current year will not be completed and will NOT have separate tax bills or ID numbers until the next tax year.

Required Application Steps

1. Verify division rights from your deed & Zoning size and access requirements.
2. Obtain a Certified Property Survey drawn to scale, including the following information;
 - a. Current boundaries and any divisions made after 3-31-97
 - b. Drawing of existing parcel with proposed new parcel(s), including dimensions and legal descriptions for both the new parcel and the remaining parent parcel.
 - c. Existing roads, easements and right-of-ways
 - d. Existing improvements (building(s), well(s), septic(s), driveway(s), etc.)
 - e. Any condition which might affect building on the site (wetlands, protected areas, etc.)
 - f. Each parcel change must have a new legal description (including the remaining original parcel)
3. Once certified Professional Survey is complete, provide copies of the survey to the following departments for department related approval:
 - a. Zoning Department Approval
 - b. Road Commission Approval for any NEW access points or easements
4. Obtain a signed Tax Certification from the County Treasurer
5. A copy of your recorded deed showing ownership and division rights
6. A check made payable to the Township for the applicable fees (see application for details)
7. Mail COMPLETED application & required documentation via U.S. Mail (no signature required & NO drop-offs accepted) to: **Township Assessing, 7421 Hency Rd., Kingsley, MI 49649**

What Happens Next

The application will be reviewed for completeness & accuracy and will be reviewed to ensure compliance with the local ordinances and the Michigan Land Division Act. ***If application is not COMPLETE, it will be returned, fee will not be returned and process will start over.***

Within 45 Days of the Assessor's receipt of a completed application a determination letter will be mailed to you.

After you receive the approval letter, file one (1) new deed for each new legal description with the County Register of Deeds with-in 90 days of approval. Failure to file the new deeds will result in an expiration of the land division application approval and the process will start over.

*****See enclosed information sheet regarding property taxes.***

LAND DIVISION CHECK LIST (Approval may take up to 45 days once a "Completed" application is received)

Complete checklist form & return with Land Division Application and Documentation via *regular* U.S. Mail ONLY (no signature required)

Mail Completed Application & Documentation to: **Township Assessing, 7421 Hency Rd., Kingsley, MI 49649. NO DROP-OFFS ALLOWED & NO CERTIFIED/SIGNATURE REQUIRED MAIL ACCEPTED. DUE TO HIGH VOLUME OF APPLICATIONS - THERE ARE NO EXCEPTIONS. NON-COMPLIANCE WILL BE RESULT IN APPLICATIONS BEING RETURNED AS INCOMPLETE**

Incomplete Land Division Applications will be returned, the application/review fee will not be returned, and the process will start over. Please note that copies/documents will not be returned.

Mark all applicable items that have been completed and that are verified to be enclosed with the Land Division Application, prior to submitting to the Assessor

Land Division Application completely filled out – all questions answered & signed

Fee, payable to the Township, of \$_____ is enclosed via Check #_____

Professional Land Survey

Shows current boundaries of all parcels involved

Shows ALL land divisions of current parcels involved

Shows proposed new divisions/lot line adjustments

New parcels/lot line adjustments are clearly identified (Parcel A, Parcel B, etc.)

Shows existing and/or proposed road/easement right of way

Shows ALL existing improvements & distances of each to lot line (including well & septic)

IF a lot line adjustment, a legal description for the piece being adjusted/moved

New legal descriptions for all parcels having a legal description change (including remainder parcel)

Tax Certification from the County Treasurer's Office

Road Commission or MDOT approval letter for access

Zoning Approval

Deed with current owner and division rights

Developmental Site Limitation Documentation (if any)

Private Road Application/Approval (IF applicable)

IF LESS THAN ONE ACRE

Health Department Septic Permit or Verification parcel(s) are serviced by Public Sewer System.

Health Department evaluation of potential well permit or that parcel(s) are serviced by Public Water System

The items above have been completed and all copies are enclosed with the completed Land Division Application. I understand that applications are required to be submitted via regular U.S. Mail (no signatures required) and that if any information is missing that the Land Division Application will be returned as incomplete, the application/review fee will not be returned and the process starts over.

Signature of Applicant

Date

Applications accepted via U.S. Mail ONLY sent to: Township Assessing, 7421 Hency Rd. Kingsley MI 49649 (ABSOLUTELY NO DROP-OFF APPLICATIONS ACCEPTED OR WILL BE RETURNED AS AN INCOMPLETE APPLICATION)

Approval of a division of land is required before it is sold and Professional Land Surveys are required to transfer title/ownership of newly divided property. Approval time may vary, depending on application volume and may take up to 45 days.

U.S. POSTAL SERVICE DATE STAMP ON ENVELOPE: _____ DATE ACCEPTED AS COMPLETED: _____

CRYSTAL LAKE TOWNSHIP LAND DIVISION APPLICATION
MAIL COMPLETED APPLICATIONS TO: Township Assessing | 7421 HENCY RD | KINGSLEY, MI 49649
PHONE · (231) 881-4000 | EMAIL: townshipassessing@gmail.com

Land Division Application fee(s): 1 new parcel = \$70.00; add \$20.00 for each additional parcel

Completed applications & documentation, along with application fee **must be mailed** via regular U.S. mail (no signature required) and must be sent to Township Assessing, 7421 Hency Rd., Kingsley, MI 49649 (**DROP-OFF APPLICATIONS NOT ACCEPTED. NON COMPLIANCE WILL RESULT IN RETURN OF APPLICATION AS INCOMPLETE. ONLY COMPLETED LAND DIVISION APPLICATIONS WILL BE ACCEPTED & REVIEWED** - INCOMPLETE APPLICATIONS WILL BE RETURNED, APPLICATION REVIEW FEE WILL NOT BE RETURNED. PLEASE ANSWER ALL QUESTIONS AND PLACE AN "N/A" WHERE NOT APPLICABLE.)

OWNER NAME _____	OR APPLICANT NAME _____
ADDRESS _____	ADDRESS _____
CITY/STATE/ZIP _____	CITY/STATE/ZIP _____
PHONE # _____	PHONE # _____
EMAIL _____	EMAIL _____

1. PARCEL ID # OF PARCEL(S) TO BE DIVIDED/CHANGED: 02- _____ - _____ - _____

a. Address of Original Parcel (if none give road Name) : _____

b. Are there any existing improvements on parcel(s) (circle answer): YES NO

2. INFORMATION ON PROPOSED DIVISION(S)/CHANGES

a. Number of new parcels being proposed _____ + 1 (remainder of Original Parcel) = _____

b. Intended use (circle applicable): Residential | Commercial | Industrial | Other

c. Indicate below the intended method of access for each new proposed parcel (check one) & if applicable

attach & label the legal description(s) of any new proposed road(s), easement(s) or shared

driveway(s) ***NEW PROPOSED ROADS (PUBLIC OR PRIVATE) MAY NOT HAVE DUPLICATE NAMES OF EXISTING ROADS*** :

____ Existing access on the following public road(s) : _____

____ An easement or driveway (cannot service more than one parcel)

____ A new public road & Proposed road name: _____

____ A new private road or easement, proposed road name: _____

3. FUTURE DIVISION(S) - If any

a. Future # of divisions that might be allowed but not included in this application? _____

b. Are all available division rights, if any, being transferred to the new parcel(s)? _____

Per S109(2) of the Statute. Deeds must include both statements as required in S109 (3) and 109(4) of the Statute.

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4. DEVELOPMENT SITE LIMITATIONS - If any

Check each condition that exists on the current parent parcel, if not applicable mark "n/a"

- _____ Is in a DNR designated critical sand dune area.
- _____ Is riparian or littoral (contains river, creek or lake frontage).
- _____ Is affected by a Lake Michigan High Risk Erosion setback.
- _____ Includes a wetland (any amount).
- _____ Includes a beach.
- _____ Is within a flood plain.
- _____ Includes slopes more than twenty five percent (25%) (a 1:4 pitch).
- _____ Is on soils known to have limitations for on-site sewage systems.
- _____ Is known or suspected to have an abandoned well, underground storage tank or c contaminated soils.

5. SURVEY & ADDITIONAL DOCUMENTS REQUIRED TO BE ATTACHED - check if items are enclosed & requirements complete:

- a. _____ Professional Land Survey, (drawn at a scale of not more than 200' to the inch) with the following requirements:
- Current boundaries of original parcel (Parent Parcel) (as of March 31, 1997)
 - All divisions made after March 31, 1997.
 - The proposed new division(s) including dimensions and sizes
 - Existing and/or proposed road/easement right-of-way
 - Any/All Easement(s) for public utilities to each proposed new parcel
 - All existing improvements with distances to proposed lot lines (including well & septic/buildings/etc)
 - One new legal description for each parcel that will have a change in the legal Description resulting from proposed division(s)
- b. _____ Proof of ownership of the land proposed to be divided. (ie: deed)
- c. _____ A copy of any transferred division right(s) in the parent parcel (Sect 109(4) of the Act).
- d. _____ Tax Certification from County Treasurer attesting no back taxes exist on the parent parcel.

IF A NEW ROAD, EASEMENT OR SHARED DRIVEWAY IS BEING PROPOSED FOR ACCESS TO ANY OF THE PARCEL(S) THEN INCLUDE: check if items are enclosed & requirements complete

- e. _____ Approval or permit from the County Road Commission (or MDOT if access will be from a highway)
- f. _____ Private Road Application/Approval

IF NEW DIVISION(S) WILL RESULT IN ANY PARCEL(S) LESS THAN 1 ACRE THEN INCLUDE: check if items are enclosed & requirements complete

- g. _____ A soil evaluation or septic system permit for each proposed parcel prepared by the Health Department or verification that each proposed parcel is serviced by a public sewersystem
- h. _____ An evaluation/indication, prepared by the Health Department, that approval may occur for a well permit for each proposed parcel or that each proposed parcel is serviced by a public water system

Approval of a division of land is required before it is sold and Professional Land Surveys are required to transfer title/ownership of newly divided property. Approval time may vary, depending on application volume and may take up to 45 days.

OWNER AFFIDAVIT and permission for municipal, county, and state officials to enter the property for inspections: I agree the statements made above are true, 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 to verify that the information on the application is correct.

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 1967, as amended (particularly by P.A. 591 of 1966), 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.

I understand per MCL 560.267- Sec. 267 that any sale of lands subdivided or otherwise partitioned or split in violation of this act is voidable at the option of the purchaser, and shall subject the seller to the forfeiture of all consideration received or pledged therefore, together with any damages sustained by the purchaser, recoverable in an action at law.

I also understand that if the land division is approved, it will be required to file one deed per new parcel legal description (including the remaining original parcel) with-in 90 days of the land division approval and that failure to timely file required deed(s) will result in the land division application approval being voided and will require a new land division application, and fees.

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, surveys representing approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

Owner Signature: _____ DATE: _____

Print Name here: _____

DO NOT WRITE BELOW THIS LINE

TOWNSHIP ZONING REVIEW

_____ Approved _____ Approved with the following conditions: _____

_____ Denied Denial Reason(s): _____

ZONING ADMINISTRATOR SIGNATURE

DATE

TOWNSHIP ASSESSOR REVIEW

_____ Approved _____ Approved with the following conditions: _____

_____ Denied Denial Reason(s): _____

ASSESSOR SIGNATURE

DATE