

**CRYSTAL LAKE TOWNSHIP
LAND DIVISION APPLICATION INSTRUCTIONS**

To begin the Land Division Application process follow these steps & instructions.

*******IMPORTANT ***** Please note that incomplete steps/information may delay the process and incomplete applications WILL BE returned.**

1. Obtain a Survey or Map that is drawn to scale and includes;
 - a. Current boundaries as of 3-31-97
 - b. Any/All divisions made after 3-31-97
 - c. The proposed new parcels including dimensions
** (Width to Depth Ratio not to exceed 4:1)
** **Must have a Minimum of 150' of Road Frontage**
 - d. Existing roads, easements of rights-of-way
 - e. Existing improvements (buildings, wells, septic systems, driveways, etc.)
 - f. Any condition which might affect building on the site (wetlands, protected areas, etc.)
2. Fill out the Land Division application completely.
3. Receive approvals from the following departments;
 - a. Zoning Department
 - b. Road Commission (please refer to application)
 - c. Please refer to application for any other required permits/approvals
4. Provide an accurate legal description for each parcel created.
5. Return the signed and completed application, documentation & Maps to the Assessor, along with:
 - a. A copy of your current paid tax bill showing all taxes are paid in full.
 - b. If taxes are not in your name, provide proof of ownership through a recorded deed
 - b. A check or money order payable to Crystal Lake Township for the amount of \$70.00
*******IMPORTANT***** Cash will NOT be accepted.**
6. Send a completed copy of your survey or other map (please refer to item #1) and land division application to:

**David Brown
7421 Hency Rd.
Kingsley, MI 49649**

Please call 231.881.4000 if you have any questions.

6. When we receive your application it will be reviewed for completeness, accuracy and compliance with the law. In 45 days or less from the date of receipt of a **completed application** you will receive approval or denial of your request. *If any of the required items, signatures, maps, etc. are missing, the application will be returned to you.*
7. Should you be dissatisfied with the decision made, an appeal can be made to the Township Board by contacting Amy Ferris, Crystal Lake Township Supervisor at 231-352-9791.

Please complete all questions and include all required attachments to avoid delays. **Please note incomplete applications will be returned.** Mail complete application & Maps to:

U.S. Mail: Crystal Lake Township Assessor
7421 Hency Rd.
Kingsley, MI 49649

Approval of a land division is required **BEFORE** it is sold. (Violations of this Act will be denied land use permits), when a new parcel is less than 40 acres and not just a property line

SECTION A: APPLICANT/CONTACT & OWNER INFORMATION

APPLICANT/CONTACT

Name				
Business Name				
Address				
City		State		Zip

PROPERTY OWNER Check if same as Applicant/Contact

Name				
Business Name				
Address				
City		State		Zip

SECTION B: PROPOSED LAND DIVISION (Original Parcel is referred to as the "Parent" and new parcels are referred to as the "child")

PARENT PARCEL INFORMATION

Parcel I.D. # (This is the "PARENT" PARCEL)	
Road/Address	
Legal Description (Include additional sheet if necessary)	

PROPOSED PARCEL SPLIT COUNT

a.	Remainder of PARENT parcel =	1
b.	+ Number of Proposed New (Child) Parcels =	
(Add box a plus b) Total Parcels =		

1. INTENDED USE Residential Commercial Agricultural Other (Specify _____)

2. ROAD ACCESS TYPE FOR DIVIDED PARCELS
Please check appropriate box below

ROAD NAME OR PROPOSED NEW ROAD NAMES
(Please note: **NO** existing road name duplications permissible for NEW)

- Existing public road frontage _____
- Existing recorded easement (driveway) - **cannot service more than one potential site**
- New proposed public road _____
- New private road or easement _____

3. Please **complete** the following, or indicate if item is being included as "Attached"

a. Legal description of proposed road Attached

b. Legal description of **EACH** new proposed parcel **AND** remaining parcel Attached

3. Are future divisions possible but not included in this application? Yes No

If Yes, please indicate number of future divisions being transferred from the original (parent) parcel to another (child) parcel: (Refer to Section 109 (2) of the Statute). Please make sure the Deed includes both statements as required in Sections 109 (3) & 109 (4) of the Statute.

# of Transfers From Parent Parcel	To Child Parcel #

4. Development Site Limits. Check each item that represents a condition which exists or may exist anywhere on the current parent parcel, if not-applicable write "n/a" to left of boxes.

- Riparian or littoral (contains river, creek or lake frontage)
- Includes wetlands (any amount)
- Is within a flood plain
- Includes slopes more than twenty five percent (25%) (a 1:4 pitch or 14 degrees angle or steeper)
- Is on muck soils or soils known to have severe limitations for on site sewage systems
- Is known or suspected to have an abandoned well, underground storage tank or contaminated soils

SECTION C: REQUIRED ATTACHMENTS & INFORMATION

ALL REQUIRED ATTACHMENTS MUST BE RETURNED WITH THE APPLICATION. FAILURE TO COMPLETE THE APPLICATION AND/OR SUBMIT REQUIRED ATTACHMENTS WILL RESULT IN INFORMATION BEING RETURNED TO SENDER. (Continued on next page)

5. SURVEY MAP (MUST SHOW ALL OF THE FOLLOWING REQUIREMENTS)

- 1) Current boundaries (as of March 31, 1997)
- 2) All previous divisions made after March 31, 1997 (indicate when made or none)
- 3) Proposed division(s)
- 4) Dimension of the proposed division(s)
- 5) Existing & proposed road/easement right of way
- 6) Easements for public utilities from each parcel to existing public utility facility
- 7) Any existing improvements (buildings, wells, septic systems, driveways, etc)
- 8) Any features checked in Question #6
- 9) **(Only one of the following is required - Check the box of item being enclosed)**

- Survey sealed by a professional surveyor of proposed land division(s) of parent parcel.
- Map/drawing to scale of a minimum of 1" = 200' of proposed land division(s) of parent parcel

6. PROOF OF OWNERSHIP - **(Only one is required - Check the box of item being enclosed)**

- Current Title Insurance Policy (within last 6 months)
- Current recorded Deed of ownership Current recorded Deed of easement

7. SOIL EVALUATION OR SEPTIC SYSTEM PERMIT(S) - include one for each proposed parcel prepared by the Health Department or verification that each proposed parcel is serviced by a public sewer system (if less than 1 acre).
8. POTABLE WATER EVALUATION OR PERMIT - include an evaluation/indication that approval will occur or well permit(s) for each proposed parcel prepared by the Health Department, or each proposed parcel is serviced by a public water system (if less than 1 acre).
9. ROAD/DRIVEWAY/EASEMENT APPROVAL(S) OR PERMIT(S) - include indication of approval or permit from County Road Commission, MDOT, or respective city/village street administrator for each proposed new road, private road, easement or shared driveway.
10. DIVISION RIGHTS TRANSFER(S) - include a copy of any transferred division rights in the parent parcel (Section 109 (4) of the Act
11. FEE(S) - see attached fee schedule. Include payment payable to: Mayfield Township
12. CURRENT PAID TAX RECEIPT - include copy of receipt showing current taxes are paid in full
13. Other items enclosed: (Please list) _____

14. IMPROVEMENTS - Please describe any existing improvements (buildings, well, septic system, etc.) which are currently on the parent parcel, or indicate "none" if applicable. (attach extra sheet if needed):

15. PROPERTY INSPECTION AFFIDAVIT - granting permission for municipal, county and/or state officials to enter onto the property for inspection(s):

I agree the statements made above are true and if found not to be true this application and 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 at a time mutually agreed with the applicant. Finally, I understand this is only a parcel division which conveys only certain rights under the applicable local land division ordinance, the local amended (particularly by P.A. 591 of 1996, MCO 560.101 et. eq, and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

Finally, even if this division is approved, I understand zoning, local ordinances and State Acts may change and if changed the divisions made here must comply with the new requirements (which may mean re-applying for division approval again) unless deeds land contracts, leases or surveys 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.

Signature of Property Owner: _____ Date: _____

Print First Name _____ Print Last Name _____

