

### **Land Division Information:**

The Township Assessor has 45 days to approve a land division, from the date the complete application is received.

The land division is done in the new (next) years' roll – meaning it will not receive a separate tax bill and parcel number until the following year. For example, if you request a land division in 2020, the division will be assigned a parcel number and a separate tax bill in the 2021 assessment roll. It is up to the buyer and seller to figure out what portion of the tax bill each pays if the sale takes place in 2020.

There will be no review of land division applications from the beginning of February to the end of March. This is because the assessment roll is frozen and Change Notices are sent out in February in preparation for the March Board of Review. Any land division received from February 1<sup>st</sup> to March 31st will not be looked at or approved until April 1<sup>st</sup> at the earliest, when the assessment roll is rolled over to the next year.

**Adams Township of Houghton County, Michigan**

**Land Division Application**

PO Box 520  
South Range, MI 49963  
906-482-4420

YOU MUST ANSWER ALL QUESTIONS AND INCLUDE ALL ATTACHMENTS, OR THIS WILL BE RETURNED TO YOU. Bring or mail to Adams Township at the above address.

Approval of a division of land is required before it is sold, when a new parcel is less than 40 acres and not just a property line adjustment (Sec. 102 c & f).

This form is designed to comply with Sec. 108 and 109 of the Michigan 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., et seq. **Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.**

**1. LOCATION OF PARENT PARCEL to be split:**

Address: \_\_\_\_\_ Road Name/Fire/911 No. \_\_\_\_\_

A. Parent Parcel Identification Number: \_\_\_\_\_

B. Parent Parcel Legal Description (DESCRIBE OR ATTACH):  
\_\_\_\_\_  
\_\_\_\_\_

C. Size of Parent Parcel: \_\_\_\_\_

D. List and attach copies of previous divisions of Parent Parcel.  
\_\_\_\_\_  
\_\_\_\_\_

**2. PROPERTY OWNER INFORMATION: (Identify all owners on deed)**

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**3. PROPOSED DIVISION(S) TO INCLUDE THE FOLLOWING:**

A. Number of new parcels:
B. Intended Use (Residential, Commercial, etc.)
C. The division of the parcel provides access as follows: (Check One)
Each new division has frontage on an existing public road.
Road Name:
A new public road, proposed road name:
A new private road, proposed road name:
D. Describe or attach a legal description of proposed new road, easement or shared driveway:
E. Describe or attach a legal description <b>for each proposed new parcel</b> :
F. Each proposed parcel if 10 acres or less, has a depth to width ratio of 4 to 1.
G. Each parcel has a width of: _____
H. Each parcel has an area of: _____

**4. FUTURE DIVISIONS** being transferred from the parent parcel to another parcel. Indicate number transferred \_\_\_\_\_ (See section 109 (2) of the Statute. Make sure your deed includes both statements as required 109 (3 & 4) of the Statute.)

**5. DEVELOPMENT SITE LIMITS** Check each which represents a condition which exists on the parent parcel:

- |  |                         |
|--|-------------------------|
| _____ Waterfront property (river, lake, pond, etc.)  | _____ Includes wetlands |
| _____ Is within a flood plain  | _____ Includes a beach  |
| _____ Is on muck soils or soils known to have severe limitations for on-site sewage system |                         |

**6. ATTACHMENTS: All of the following attachments MUST be included. Letter each attachment as shown:**

- A. A scale drawing for the proposed division(s) of the parent parcel showing:
- (1.) current boundaries (as of March 31, 1997), and
  - (2.) all previous divisions made after March 31, 1997 (indicate when made or none), and
  - (3.) the proposed division(s), and
  - (4.) dimensions of the proposed division(s), and
  - (5.) existing and proposed road/easement right-of-way(s), and
  - (6.) easements for public utilities from each parcel that is a development site to existing public utility facilities, and
  - (7.) any existing improvements (buildings, wells, septic system, driveways, etc.)**
  - (8.) any of the features checked in question number 5.
- B. Indication of approval, or permit from the Houghton County Road Commission, that a proposed easement provides vehicular access to an existing road or street meets applicable location standards.
- C. A copy of any reserved division rights (sec. 109 (2) of the Act) in the parent parcel.
- D. Application fee of **\$100.00** for each legal description or land division submitted.

**7. IMPROVEMENTS:** Describe any existing improvements (buildings, well, septic, etc.) which are on the parent parcel **or** which will be placed with the new split parcel \_\_\_\_\_

**8. AFFIDAVIT and PERMISSION for municipal, county, and state officials to enter property for inspections;**

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 property where this parcel division is proposed for 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 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 local ordinance and state Acts change from time to time, and if changed the divisions made here must comply with new requirements (apply for divisions approval again) unless deeds representing the approved divisions are recorded with the Register of Deeds or the divisions are built upon the changes to laws made.

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**(ALL MUST SIGN)**

**FOR OFFICE USE ONLY. REVIEWER'S ACTION:**

Signature: \_\_\_\_\_

Application Completed: Date \_\_\_\_\_

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

Application Fee of \$100.00 received: Date \_\_\_\_\_

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

Reasons for Denial: \_\_\_\_\_


Approval of a division is required before it is sold, when a new parcel is less than 40 acres and not just a property line adjustment. Approval of a land division is not a determination that the resulting parcels comply with other ordinances and regulations. Where land division approval is required, the application must be approved prior to obtaining a building permit.

No Land within the Township shall be divided without the prior review and written approval of the Township for compliance with the Michigan Land Division Act. No parcels of land divided after March 31, 1997 shall be placed on the township tax roll until the Township has verified compliance. No building or zoning permits shall be issued for parcels of land divided in violation of this ordinance. The Michigan Land Division Act grants the Township a 45-day period in which to review land division applications.

**NOTICE ON ANY PARCEL LESS THAN ONE (1) ACRE IN SIZE.**

Section 109a of the Michigan Land Division Act states that: "Section 109a. (1) If a parcel resulting from a division is less than one acre in size, a building permit shall not be issued for the parcel, unless the parcel has the following: (a) Public water or city, county or District Health Department approval for the suitability of an on-site water supply under the same standards as set forth for lots under rules described in Section 105(g). (b) Public sewer or city, county or District Health Department approval for on-site sewage disposal under the Health Department standards as set forth for lots under rules described in Section 105(g)."

**Township officers and employees are not liable if a building permit is not issued for any parcel less than one acre in size.**

**WARNING:** Approval for a division under the Land Division Act does not constitute approval under any other law or regulation. Division permitted under the Land Division Act remain subject to other laws, which may include, but not limited to, *Zoning Acts, Wetland Regulation, Dune Regulations, Building Codes, and Health Codes*. Township officers and employees are not liable if the use of the property is restricted by any such law. **This approval is limited to review under the Land Division Act ONLY.**

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