

**LAND DIVISION APPLICATION
IRA TOWNSHIP
7085 MELDRUM RD.
FAIR HAVEN, MI 48023
586-725-0207**

Parent Parcel No.: _____ Amount Paid: _____

Date Submitted: _____ Receipt No.: _____

**IRA TOWNSHIP
LAND DIVISION PROCEDURES**

Approval of a division of land is required before it is sold, when the new parcel is less than 40 acres and not just a property line adjustment. This form is designed to comply with applicable local zoning, land division ordinances and 109 of the Michigan Land Division Act. **Seven (7) copies of the completed application and all attachments must be submitted together with the appropriate fee. The completed application must be received at least seven (7) days prior to the Township Board meeting.**

1. *LOCATION* of parent parcel to be split:

Address: _____ Road Name: _____

Legal Description of Parent Parcel (attach extra sheet(s) if needed): _____

2. *PROPERTY OWNER* Information:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

3. *APPLICANT* Information (if not the property owner):

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

ALL TAXES AND SPECIAL ASSESSMENTS MUST BE CURRENT PRIOR TO TOWNSHIP BOARD APPROVAL.

4. *ATTACHMENTS* (all attachments must be included). Letter each attachment as shown here, or note "not applicable".

____ A. 1. A survey sealed by a professional surveyor, at a scale of _____ (insert scale), of proposed division(s) of parent parcel;

The survey must show the parent parcel and all splits.

(1) Current boundaries (as of March 31, 1997).

- (2) All previous division made from March 31, 1997 to date (indicate when made or none).
- (3) The proposed division(s).
- (4) Dimensions of the proposed divisions.
- (5) Existing and proposed road/easement rights-of-way.
- (6) Locations and easements for public utilities on parent parcel, splits and from each parcel to existing public utility facilities.
- (7) Any existing improvements (buildings, wells, septic system, driveways, ponds).

_____ B. Indication of approval, or permit from County Road Commission, MDOT, or Township for each proposed new road or easement.

_____ C. Letter or indication from Detroit Edison or other utilities for use and easements for such.

_____ D. A copy of any transferred division rights (109(4) of the Act) in the parent parcel. County of St. Clair – Lands & Graphics will provide a letter of review.

5. **PROPOSAL** (Describe the division(s) being proposed):

A. Number of new Parcels: _____

B. Intended use (residential, commercial, etc.): _____

C. The division of the parcel provides access to an existing public road by (*check one*):

_____ Each new division has frontage on an existing public road.

_____ A new public road, proposed road name: _____
(road name cannot duplicate an existing road name)

_____ A new private road or easement, proposed road name: _____
(road name cannot duplicate an existing road name)

_____ A recorded easement (driveway). (cannot service more than one potential site)

D. Write here, or attach a legal description of the proposed new road or easement. (attach extra sheets if needed) _____

E. Write here, or attach a legal description for each proposed new parcel (attach extra sheets if needed):

6. **FUTURE DIVISIONS:**

A. The number of future divisions being transferred from the parent parcel to another parcel?

B. Identify the other parcel: _____
(See section 109(2) of the Statute. Does your deed include both statements as required in section 109(2), 109(3), and 109(4) of the Statute?)

7. **DEVELOPMENT SITE LIMITS:** (Check each that represents a condition which exists on any part of the parent parcel).

_____ Is riparian or littoral (it is a river or lake front parcel).

_____ Is within a wetland

_____ Is within a floodplain

_____ Is on soils suspected to have severe limitations for on-site sewage systems

_____ Is known or suspected to have an abandoned well, underground storage tank, or contaminated soil.

8. ***FEES FOR LAND SPLITS: \$125.00***

Applicant is responsible for all fees and expenses in addition to the above. Any Attorney, Planner or Engineering fees incurred by the Township for this division must be paid in full prior to approval or recording of this division.

AFFIDAVIT and permission for Township, County and State officials to enter the 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 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 ordinances, the local zoning ordinance, and the State Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1976, 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 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 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 or surveys representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

Property Owner's Signature: _____ Date: _____

Reviewer's Action:

Taxes: _____ Total \$ _____

Special Assessments: _____ Receipt No.: _____

_____ Recommend Approval
Conditions, if any: _____

_____ Recommend Denial
Reasons: _____

Reviewer's Signature: _____ Date: _____

Detroit Edison



**LAND SPLIT
Service Application**

Thank you for applying for your land split requirement. We value you as our customer and appreciate your business. Please complete and return your application to Detroit Edison, at the Service Center address listed below. We look forward to working with you.

RFW - LS _____

Date Received _____

Northwest Planning & Design, 15600 19 Mile Road, Clinton Twp, MI 48038

Phone 586-712-4780 or Joyce Dudek (586-412-4760)

Property Owner Name: _____

Current Address: _____ Phone Number _____

Name of person to be contacted in case of questions _____

Daytime Phone Number: (____) _____ Evening Phone Number: (____) _____

Property/Tax I. D. # _____

City/Township/Village: _____

If assigned by municipality:

Address No.: _____ Street Name: _____

Nearest intersection: _____

Subdivision name: _____

NOTE: The legal owner of the property must sign this application, unless the party acting instead of the legal owner has power of attorney or legal guardianship. Please provide proof of such.

Required In formation

- a) Proof of Ownership (Deed or Land Contract)- Title insurance does not constitute proof of ownership
- bl Certified Survey of Parent Parcel
- c) Certified Survey of Parent Parcel *showing splits*
- d) Property Description (Legal Description)

NOTE: PLEASE ALLOW 4-6 WEEKS FOR PROCESSING.

Applicant's Signature: _____ Date _____

St. Clair County Lands & Graphics
REQUEST FOR PROPERTY SPLIT/COMBINATION/LINE ADJUSTMENT

810-989-6920

Tax Number of Parcel to be split 74

Signature Applicant _____ Date / /

Municipality Review

_____ Zoning Compliance for intended use (depth X width, acreage, access)

Municipality Signature _____ Date / /

Land Management Review for compliance of P.A. 591 of 1997 (Land Division Act of 1997)

> must provide a survey or drawing to scale with dimensions at time of review Reference #

Parent Parcel Tax Number(s) 74- _____

Total acreage of parcels _____ Number of available splits _____

_____ Platted Parcel existing divisions on parcels _____ requested divisions _____.

_____ Tract of Land

_____ New Taxable Parcel being created requesting number of divisions _____

_____ Combination/Adjustment of property lines

_____ Owner Note: _____

_____ Delinquent Taxes

Reviewer Signature _____ Date / /

_____ Approved _____ Disapproved w/notes

Notes: _____

The above review is for the compliance of P.A. 591 only.

Review and approval of property splits/combinations by the Municipality is still required.

***** THIS REVIEW EXPIRES AFTER A PERIOD OF ONE YEAR *****

MCL 560.109 Municipality shall approve/disapprove proposed division within 45 days after filing completed application of the proposed division with assessor or other municipality designated official.

Municipality Review and Approval

_____ Adequate and Accurate legal descriptions (must be provided & attached)

_____ Accessibility. Driveway or existing easement provides vehicular access to existing roads or streets.

_____ Public Utility Easements, (gas, electricity, water, sewer, telephone)

_____ Taxes Current (responsibility of municipality)

_____ Approved _____ Disapproved

Notes: _____

Municipality Signature _____ Date / /

- > The above signature authorizes for new parcel splits/combinations to be added to roll

**Procedure for the Combining or Division of Land
Request for Property Split/Combination/line adjustment Form**

Revised August 2005

The **Request for Property Split/Combination** form has space for ALL required approvals and signatures.

- Person requesting split must first go to the local municipal unit to obtain an Initial Zoning Review (IZR) to assure requested change in use meets local ordinance. (depth X width, access, size, use etc.)

**** Must be signed by local official*

- County staff will proceed with review after receiving **IZR** form signed and approved from local municipality along with required documentation and \$25.00 review fee.

Required Documents

Either a survey or drawing to scale w/dimensions & Proof of ownership

- Form will be returned to person requesting such action, signed by us with findings and notations, to be forwarded to the local municipality for **FINAL** review and approval

- When final approval from the local municipality is complete, the form and approval ALL documentation is then returned to the County, to be kept on file. The **Request for Property Split/Combination** form will be used as authorization to change assessment /tax roll.