

MUSKEGON CHARTER TOWNSHIP
1990 E APPLE AVENUE
MUSKEGON, MI 49442
231-777-2555 x306 or x316

Number of Splits allowed by Statute ___ Parcel # 61 10 _____
Number of Splits Requested: _____ Owner Name: _____
Date App. Filed with all Necessary Attachments: ___/___/___

LAND DIVISION APPLICATION

You Must answer all questions and include all attachments, or this application will be returned to you. Return the completed application to: **Muskegon Charter Township Assessing Dept 1990 E. Apple Ave. Muskegon, MI 49442.**

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 (§102(e&f)). On the lines below, fill in where you would like an approval/denial letter sent.

NAME: _____ This form is designed to comply with applicable local zoning, land
Division ordinances and §109 of Michigan Land Division Act
ADDRESS: _____ (formerly the subdivision control act, P.A. 591 of 1996.) MCL 560
101 et. seq.
CITY, STATE, ZIP: _____

1. LOCATION of parent parcel to be divided:

Street No.: _____ Street/Rd. Name: _____
Parent Parcel No. 61 10 _____ - _____ - _____ Map Sec: _____ Map Page No: _____
Legal Description of Parent Parcel: (attach additional sheet if necessary) :

2. PROPERTY OWNER Information:

Name: _____ Phone No.: (_____) - _____ - _____
Street No: _____ Street Name: _____
City: _____ State: _____ Zip: _____

3. APPLICANT information (if not the property owner)

Contact Person's Name: _____ Business Name: _____
Address: _____ Phone No: (_____) - _____ - _____
City: _____ State: _____ Zip: _____

4. PROPOSAL Describe the division (s) being proposed:

- A. Number of new parcels (including the parent) _____
- 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 must be preapproved by Twp. & 911)
 - _____ A new private road, or easement proposed road name: _____
(Road name must be approved by Twp. & 911)
 - _____ 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 additional sheets is necessary)

E. Attach a legal description for each proposed new parcel and the remaining portion of the parent parcel.

F. Attach a copy of the recorded deed that transfers ownership of the approved division to the new owner.

- 5. A. Number of future divisions that could be allowed, but are not allowed, and are not included in this application? # of divisions _____
- B. The number of future divisions being transferred from the parent parcel to another parcel? _____
Identify the other parcel(s) _____

(See section 109(2) of the Statute. Make sure your deed includes both statements as required in section 109(4) of the Statute.)

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

- _____ is in a DNR-designated critical sand dune area
- _____ is riparian or littoral (it is a river or lake front parcel)
- _____ is affected by Lake Michigan High Risk Erosion setback
- _____ includes a wetland
- _____ includes a beach
- _____ is within a flood plain
- _____ includes slopes more than twenty five percent (a 1:4 pitch or 14° angle) or steeper
- _____ is on muck soils or soils known to have severe limitation for on site sewage systems
- _____ is known or suspected to have an abandoned well, underground storage tank or contaminated soils

7. ATTACHMENTS: (All attachments **must** be included.) Letter each attachment as shown here.

Further, I agree to supply Muskegon Charter Township with a recorded deed, that transfers ownership (should there be a transfer of ownership) of the approved division.

Further, if the property (ies) involved in the land division are encumbered by a mortgage, I agree to furnish Muskegon Charter Township, with my mortgage company's written approval to divide the parcel. The approval will include a legal description for that part of the parcel being released from mortgage.

Property owner's Signature: _____ Date: ____/____/____

DO NOT WRITE BELOW THIS LINE: FOR INTERNAL USE ONLY

Reviewer's Action:

Zoning Admin. **Approved** Conditions, if any: _____

Zoning Admin. **Denied** Reason(s)(§): _____

Assessor **Approved** Conditions, if any: _____

Assessor **Denied** Reason(s)(§) _____

STAFF NOTE: If this portion of the application is blank, see the attached review sheets.

PREVIOUS DIVISIONS MADE AFTER MARCH 31, 1997

I, _____, hereby state that _____ divisions have been made
(Name) (Number)
from my property at _____ since March 31, 1997, being the
(Address)
property, from which I am at this time requesting land division(s).

(Signature)

**NOTICE TO ASSESSOR OF TRANSFER OF
THE RIGHT TO MAKE A DIVISION OF LAND**

Issued under authority of Land Division Act (P.A. 288 of 1967 as amended by P.A. 87 of 1997). Filing is mandatory.

This form must be filed by an owner of a parent parcel or parent tract of land when the owner creates a parcel from the parent parcel or parent tract and transfers the right to make a future division to the owner of the created parcel. This form must be filed within 45 days of the transfer of the right to make a division. This

1. Street Address of Parent Parcel or Parent Tract	2. County	4. Date of Transfer of Right to Make a Division
3. City/Township/Village Where Real Estate is Located		<div style="border: 1px solid black; padding: 5px;"> <p>PIN, this number ranges from 10 to 25 digits. It usually includes hyphens and sometimes includes letters. It is on the property tax bill and on the assessment notice.</p> </div>
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> City Township Village </div> </div>		
5. Property Identification Number (PIN) of Parent Parcel or Parent Tract. If you don't have a PIN, attach legal description.		
6. Name of Owner of Parent Parcel or Parent Tract		Address of Owner of Parent Parcel or Parent Tract
7. Property Identification Number (PIN) of Created Parcel if PIN has already been assigned		
8. Name of Owner of Created Parcel	Address of Owner of Created Parcel	

form must be filed with the assessor of the city or township where the property is located.
THE FOLLOWING QUESTIONS MUST BE ANSWERED.

1. Did the parent parcel or parent tract have any unallocated divisions under the Land Division Act, P.A. 288 of 1967, MCL 560.101 to 560.293? Check appropriate box below:

YES
 NO

If YES box was checked, go to questions 2. If the NO box was checked, go to question 3.

2. How many unallocated divisions did the parent parcel or parent tract have prior to this transfer?
Enter the number here _____.

3. Were there any unallocated divisions transferred to the newly created parcel?
 YES
 NO

If the YES box was checked, go to question 4. If the NO box was checked, go to the signature area of the form.

4. How many unallocated divisions were transferred to the newly created parcel? Enter number here _____.

CERTIFICATION

I certify that the information above is true and complete to the best of my knowledge.

Signature of Owner of Parent Parcel or Parent Tract	Date	If Signer is other than owner, print name and title
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LAND DIVISION REMINDER SHEET

1. Have you included a survey of the property and all divisions you are asking for, including any improvements. (houses, barns, garages etc.)?
2. Have you included a legal description for any new roads or easements?
3. Have you included review materials from MDOT for each proposed new road, easement or shared drive?
4. Have you included legal descriptions for each new division and the remaining parent parcel?
5. Have you included information from the Health Department for a septic and/or water system for parcels smaller than one acre, not served by public utilities?
6. Have you included a copy of any transferred division rights in the parent parcel?
7. Have you included on your drawing (survey) the location of all improvements Including septic and well?
8. Have you signed the application?
9. Have you included a copy of your proof of ownership in the parent parcel?

MORTGAGE COMPANY STATEMENT OF RELEASE OR PARTIAL RELEASE OF PROPERTY