



WHITEFORD TOWNSHIP

APPLICATION FOR DIVISION OF LAND

This form is designed to comply with the applicable local zoning regulations and land division ordinance and Act 109 of the Michigan Land Division Act (formerly the Subdivision Control Act, P.A. of 1967, as amended (particularly by P.A. 591 of 1996) MCL 560.101 et. Seq.

You **MUST** answer all questions and include all attachments or this will be returned to you. Refer to the applicant checklist at the end of this document. Please MAIL or BRING to Walter Ruhl, Supervisor, Whiteford Township, 8000 Yankee Road, Suite 100, P.O. Box 206, Ottawa Lake, MI 49267

It is advisable to email or call Chris Renius, Assessor/Land Division Administrator, prior to applying for a land division. He can help you through the process. He can be reached at 734-347-8109 or whitefordassessing@yahoo.com .

Location of parent parcel to be split:

Address (if any) _____

Nearest cross streets _____

Parent **parcel number**: 5815 - _____ - _____ - _____ **Acres**: _____

Legal Description of Parent Parcel: Attach copy

Existing Zoning: _____

Date of previous divisions (if applicable) _____

Property Owner:

Name: _____

Address _____ City _____

State _____ Zip _____ Phone _____

Applicant (if not property owner)

Name: _____

Business Name: _____

Address: _____

City _____ State _____ Zip _____

Phone _____

Proposal: Describe the division(s) being proposed, include number, size and dimensions of new parcels:

	<u>Size (Acres)</u>	<u>Dimensions</u>
Parcel 1	_____	_____
Parcel 2	_____	_____
Parcel 3	_____	_____
Parcel 4	_____	_____
Parcel 5	_____	_____

Purpose of the intended use for requested land division: _____

APPLICANT CHECKLIST

- Completed Application
 - ALL property owners' signatures on the application
 - Proof of fee ownership (copy of deed)
 - Proof of all due and payable taxes or installments of special assessments pertaining to land proposed to be divided are paid in full.
 - Monroe County Treasurer certified statement that taxes are paid for the past five years
 - Attached original copy raised seal survey signed and stamped
 - Legal descriptions attached of all proposed parcels and remaining parent parcel
 - Application fee of \$100 plus a fee of \$25 per number of resulting parcels (including remaining parent tract) to be created.
 - History of previous divisions, if any
 - Proof there is no mortgage on the property via title work or copy of recorded mortgage release
 - Information on transfer of division rights, if any to any resulting parcels
 - Release from mortgage company on property to be split if there is a mortgage on the property
 - Attachment of variance granted by the Zoning Board of Appeals, if applicable.
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AFFIDAVIT: 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 the purposes of inspection to verify that the information on the application is correct at a time mutually agreed upon with the applicant. Finally, I understand this is only a parcel division which conveys only certain rights under the applicable local 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 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 OR APPLICANT'S SIGNATURE:

Signature

Date

- ❖ Township has (45) days to grant approval from the date of the receipt of all attachments.
- ❖ Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.
- ❖ The Township and its officers and employees shall not be liable for approving a land division if building permits for construction on the parcels are subsequently denied because of inadequate water supply, sewage disposal facilities or otherwise, and any notice of approval shall include a statement to this effect.

ACTION OF ASSESSOR/LAND DIVISION ADMINISTRATOR:

APPROVAL DATE: _____ DENIAL DATE _____

REASON: _____

SIGNATURE: _____

ATTENTION PROPERTY OWNERS

BEGINNING SEPTEMBER 16, 2019:

ALL LAND DIVISION APPLICATIONS MUST BE ACCOPANIED BY A CERTIFICATE FROM THE MONROE COUNTY TREASURER CERTIFYING THAT ALL PROPERTY TAXES AND SPECIAL ASSESSMENTS DUE ON THE SUBJECT PARCEL OR TRACT OF LAND HAVE BEEN PAID FOR THE FIVE YEARS PRECEDING THE APPLICATION.

You can obtain the certificate from:

Monroe County Treasurer
51 South Macomb Street
Monroe, MI 48161
734-240-7365

Please contact the Monroe County Treasurer's office for hours and fees.

VIEW CHECKLIST
(To be completed by Township)

1. Evidence of title or ownership	
2. Taxes paid for last five years	
3. Previous division of less than 10 acres	
4. Conformance with lot dimensions standards	
5. Conformance of existing lot and structures	
6. Depth to width ratio of new parcels	
7. Deed restrictions related to division	
8. Disruption to flow of water	
9. Consent of title holder	
10. Character of surrounding development	
11. Conformance with parking requirements	
12. Road access for all parcels	
13. Status of other obligations to the Township	
14. Special features on parcel(s) that should be considered:	
15. Internal review by township departments and consultants (if requested)	
Supervisor	
Building Inspector	
Planning Commission	
Other:	