

GARFIELD TOWNSHIP PARCEL DIVISION APPLICATION

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 ( Section 102 e & f).

This form is designed to comply with Section 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. 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.**

Approval is subject to the condition that the approval is for land division only and that one or more of the resulting parcels may never be buildable/usable unless additional zoning approvals are obtained and that the applicant/future owners proceed at their own risk.

1. PARENT PARCEL TO BE SPLIT:

Address \_\_\_\_\_  
Parcel identification number \_\_\_\_\_  
Legal description (describe or attach) \_\_\_\_\_  
\_\_\_\_\_

2. PROPERTY OWNER INFORMATION:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_

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

- A. Number of new parcels \_\_\_\_\_
- B. Intended use (residential, commercial, etc.) \_\_\_\_\_
- C. Each proposed parcel if 10 acres or less has a depth to width ratio of 4 to 1 or \_\_\_\_\_ to \_\_\_\_\_ as provided by this ordinance.
- D. Each parcel has a width of \_\_\_\_\_ (not less than required by ordinance per zoning district).
- E. Each parcel has an area of \_\_\_\_\_ (not less than required by ordinance per zoning district).
- F. The division of each 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 \_\_\_\_\_

G. Write here, or attach a legal description of proposed new road, easement or shared driveway. \_\_\_\_\_

H. Write here, or attach a legal description for each proposed new parcel.

\_\_\_\_\_  
\_\_\_\_\_.

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 in section 109 (3 & 4) of the Statute.)

5. DEVELOPMENT SITE LIMITS: Check each which represent 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 known to have severe limitations for on site sewage system.

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

- A. A scale drawing that complies with the requirements of P.A. 132 of 1970, as amended, 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 divisions, and
  - 4. dimensions of the proposed divisions, 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.), and
  - 8. any of the features checked in question number 5.
- B. Indication of approval, or permit from Kankaska County Road Commission, and/or MDOT for each proposed new road, easement or shared driveway.
- C. A copy of any reserved division rights (Section 109 (4) of the Act) in the parent parcel.
- D. A fee of \$100.00 for the first split and \$75.00 for each additional split.

7. IMPROVEMENTS: Describe any existing improvements (buildings, well, septic, etc.) which are on the parent parcel or indicate none. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

8. REQUIREMENTS FOR RECORDING WITH COUNTY REGISTER OF DEEDS:  
Land division approvals shall be valid for a period of ninety (90) days from the date of approval by the Planning Commission. If such lots or parcels proposed by the land division are not properly recorded and accepted by the County Register of Deeds within this period, the land division shall be considered null and void and a new application shall be submitted.

9. AFFIDAVIT and permission for municipal, 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 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. Finally, I understand this is only a parcel division which conveys only certain rights under the applicable local land division 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 and P.A. 87 of 1997), MCL 560.101 et seq.) And does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restrictions or other property rights. Finally, even if this division is approved, I understand 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 representing the approved divisions are recorded with the Register of Deeds or the decision is built upon before the changes to laws are made.

Property owners signature(s):

\_\_\_\_\_  
\_\_\_\_\_ date

For office use only:

Reviewer's action: Total fee \$ \_\_\_\_\_ Check Number \_\_\_\_\_

Signature \_\_\_\_\_ Application Completed \_\_\_\_\_  
Planning Commission Chairperson date

Approval date \_\_\_\_\_ Denial date \_\_\_\_\_ Reasons for denial \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (see attached)

You **MUST** answer all questions and include all attachments or this application will be returned to you.

The following **MUST** accompany this application:

Fee of \$100.00 for first split and \$75.00 for each additional split.

Copy of deed.

Proof of paid taxes.

Completed site plan.

Copy of survey.

Bring or mail application to:

Garfield Township Zoning Administrator

Wayne Custer

12551 S. Sharon Rd.

Fife Lake, MI 49633

Phone: 231-229-4441

Cell: 231-384-3972

LOT SPLIT APPLICATION FORM

Per: The Garfield Township Zoning Ordinance - Adopted 6 -19 -96.

Article 6A - Land Division

All lot splits shall be approved by the Garfield Township Board with the recommendation of the Planning Commission prior to their being recorded in the Kalkaska County Register of Deeds Office and before any land use permits shall be issued in order to assure compliance of this Zoning Ordinance and before they can be so leased or conveyed to another owner, user or occupant.

All lot splits resulting in two (2) or more parcels, and which would create landlocked lots or parcels shall not be permitted unless a sixty-six (66) foot road easement is provided to the otherwise potentially landlocked lots or parcels.

Date \_\_\_\_\_

Owner(s) \_\_\_\_\_  
Name Name

Address \_\_\_\_\_

Legal description: \_\_\_\_\_

Proposed buyer: \_\_\_\_\_

Address \_\_\_\_\_

Required information:

1. The exact legal description of the lot to be partitioned. Area shall be to the square foot on parcels of less than one (1) acre and acres to the one-hundredth of an acre on parcels larger than one (1) acre.
2. All existing and proposed deed restrictions for the property(s), including required easements for drainage, roads or utilities attached in recordable form.
3. A site plan drawn to scale showing the location of buildings, well(s) septic systems, roads and driveways.
4. Name, address and telephone number of the property owner(s) and all parties of interest in the property. Satisfactory evidence of ownership or interest shall be presented to the township.
5. Proof of payment of any due but unpaid real property taxes and assessments of the parcel or parcels proposed to be split.

This application \_\_\_\_\_ the requirements of the Garfield Township Zoning Ordinance.  
fails/meets

\_\_\_\_\_ date \_\_\_\_\_ Planning Commission Chairperson

Township Board approval \_\_\_\_\_ date \_\_\_\_\_ Township Supervisor

Return to:  
Zoning Administrator \_\_\_\_\_ date \_\_\_\_\_ Zoning Administrator