

LAND DIVISION APPROVAL PROCESS

FOLLOW THESE STEPS TO CREATE NEW LAND PARCELS IN AREAS UNDER THE JURISDICTION OF THE GRATIOT COUNTY ZONING ORDINANCE

A Land Division is the splitting or dividing of an existing parcel of land to create more than one parcel. If a split is created after March 2011, in areas under County zoning, you must show proof that it was created through this Land Division Process in order to get Building Permits. Follow the steps in this form to correctly divide land in townships that follow Gratiot County zoning.

Keep these signed originals with your property information and provide copies to any new owners of the created parcels as proof that the parcels were correctly created. This is a coordinated, step-by-step guide to the basic requirements for a land division. A variety of County agencies participate in the process. The parcel owners(s) are responsible for completing the entire steps in this process. They must comply with all applicable requirements of each department or agency. Additional regulations may apply to specific sites. We strongly recommend that the steps be completed in the order provided.

Building Permits will not be granted for parcels created without this process. This application must be completed within six months from the date of Step 2 approval except those with private roads.

PARENT PARCEL TAX CODE (parent or original parcel): _____

Applicant (Property Owner) name: _____

Current Mailing Address: _____

City, State, Zip: _____

Daytime Phone: _____

STEP 1: COMPLETE AND ATTACH THE LAND DIVISION APPLICATION FORM

This form must be fully completed and include parent parcel owner signatures and the date. Signatures and Application materials will be honored for a maximum of 6 months.

STEP 2: DIVISION OR SPLITS AVAILABILITY (Preliminary):

CALL (or visit) your Township Zoning Administrator (Aaron Hubbard) at 989-763-3612 to find out how many parcels may be created. The Township officials keep track of the number of parcels that can be created. They calculate the number of splits available using the State of Michigan Land Division Act as amended in 1997. Parcels created must also conform to county requirements for size and shape, so an applicant may not be able to use all of the divisions available to the property.

Write down the number of resulting parcels you can create AND the date you spoke to the Township Official.

Township Official _____ # of resulting
parcels available _____ Date spoke to official _____

STEP 3: ZONING COMPLIANCE

Submit a Site Plan of the proposed divisions along with this form and completed application to the Emerson Township Zoning Administrator for review and approval. Contact Aaron Hubbard at 989-763-3612. He will review the proposed land division for the compliance with the zoning ordinance. Each parcel created must meet requirements for road frontage, width to depth ratio, and setbacks. Review will be approved by the Emerson Township Board, and may take up to 45 days.

Office Use: Community Development Reviewer will complete:

- A. All parcels comply with minimum parcel size _____(if in PA116, notify MI Dept of Agriculture)
- B. All parcels comply with minimum road frontage: ____
- C. Zoning district for proposed divisions (effective today): ____
- D. All parcels comply with lot coverage restrictions: YES ____ NO ____ Not applicable ____
- E. Existing structures comply with setbacks: _____
- F. Each parcel complies with width to depth ratio.

<u>Parcel</u>	<u>Ratio Requirement</u>	<u>Complies?</u>	<u>Not applicable?</u>
	(4:1 or 3:1)		

- G. Complies with private road requirements of Gratiot County Land Development Code
- H. Complies with rules of the Gratiot County Drain Commissioner (if there is a drain present, a description of that easement must be recorded. It must be noted on the site plan. _____)
- I. Complies with another applicable provisions of the the Gratiot County Land Development Code _____
- J. Obtained a variance from requirements from the Gratiot County Board of Appeals:
Case # _____ (findings attached) _____

Received by	Date submitted	Preliminary Approval	Date Approved
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Note: If the site plan changes during steps 4, 5, or 6 reviews and approval of the revised plan is required. Building permits may not be issued for properties that have not completed Step 3.

STEP 4: DRIVEWAY PERMITS: GRATIOT COUNTY RD COMMISSION/MI DEPT OF TRANSPORTATION

Driveway Review/Permit: if the parcels created will enter a county road, contact the Gratiot County Road Commission to make sure a driveway may be established. If the property is on a state highway contact the MI Dept of Transportation to make sure a driveway may be established. Driveway location may affect proposed lot lines. You may apply for the actual driveway permit at this time, but please be advised that the permits are only good for one (1) year. If driveway locations cause lot line changes, return to Step 3 above and submit a revised site plan for review and approval. You may attach a signed driveway permit or driveway review form. Building permits may not be issued for properties that have not completed Step 4. **MUST COMPLETE PRIVATE ROAD BEFORE PROCEEDING.**

STEP 5: SITE EVALUATION

Site Evaluation: Contact the Gratiot District Health Department, Environmental Health division at 989-875-5181 for a site evaluation. The evaluation will determine possible locations for water and sanitary (drain fields) on the site. This step is REQUIRED for parcels less than one (1) acre.

THIS APPLICATION FORM EXPIRES SIX (6) MONTHS FROM THE DATE OF THE SIGNATURE IN STEP 2. EXCEPT THOSE WITH PRIVATE ROADS, FAILURE TO RECORD DEEDS WITHIN 6 MONTHS MAY INVALIDATE ALL APPROVALS.

STEP 6: DRAIN COMMISSION REQUIREMENTS

If there is a county drain or a body of water larger than one acre within 500 ft. of any proposed boundary contact the County Drain Commission office. After approval by the Drain Commissioner, easements for any drains may be need to be recorded with the Gratiot County Register of Deeds.

STEP 7: CERTIFIED BOUNDARY SURVEY

If you create ANY parcels that are less than 40 acres contact a licensed land surveyor to complete a certified boundary survey of all of those parcels. Licensed surveyors are listed in your local phone book. Surveys should include any easements in the property descriptions. The recorded survey must match the site plan approved in STEP 3. **The Certified Boundary Survey must be recorded at the Gratiot County Register of Deeds.**

STEP 8: FINAL REVIEWS

Submit to the Township Official for final approval (the same as in step 2) The MI Land Division Act requires local (township) approval of each parcel created. Provide the Township Official with these application forms, approved site plan, and the certified boundary survey.

Township Official: “I confirm that this application and attached site plans and approvals are complete and agree with Township records for parcel tax code# _____ and the number of lots created (divisions used) in the amount of _____ complies with the requirements”

Received by _____ Date submitted _____

Township Official Approval _____ Date Approved _____

STEP 9: RECORDING DEEDS & NEW PARCEL IDENTIFICATION/TAX ID NUMBERS

Deeds must be recorded within (90 days) of the Township Final Approval!
Visit or Contact the Gratiot County Register of Deeds for information on recording the deeds for each of the new parcels created @ 989-875-5217
Each parcel created must be assigned a NEW tax code identification number. Contact the Gratiot County Equalization/Property Description Department @ 989-875-5201.
When you completed all of the above steps, you may submit this approved application with its site plans, recorded copies of the certified boundary survey and the recorded deeds directly to the Equalization /Property Description department so they can assign property tax code numbers to each parcel. Their review takes a minimum of ten days. If not submitted directly, the new tax code numbers for each parcel recorded will be assigned with the new tax year.
Proof of the completed land division process will be required to obtain building permits. The proof, which can be obtained from the Equalization/property description department, is a copy of the recorded survey upon which Equalization has typed the new property tax code numbers across the top and signed.

THIS LAND DIVISION APPLICATION FORM EXPIRES SIX (6) MONTHS FROM THE DATE OF THE SIGNATURE IN STEP 2, EXCEPT THOSE WITH PRIVATE ROADS. FAILURE TO RECORD DEEDS WITHIN 6 MONTHS MAY INVALIDATE ALL APPROVALS.

CONGRATULATIONS!
You may apply for a construction permit when this process is completed (including all steps 1 through 9). The Land Division Process to create these parcels is complete if all of the steps above have been completed & signed. Please keep these important papers and provide copies to any buyers.

APPLICATION FOR PROPOSED LAND DIVISIONS

The applicant/parent parcel owner is responsible for completion and accuracy for this application. Please complete fully and include all attachments requested, or this will not be accepted. To successfully divide land, follow the steps in the Land Division Process. Complete and attach this application to the Land Division Approval Process, keeping it available at each step.

Approval of a land division is required before the building permits can be issued for any parcel divided or created after March 1997. This process is designed to comply with applicable land zoning, land division ordinances and 109 of the Michigan Land Division Act as amended by P.A. 591 of 1996 MCL560, 101 et.seq.

1. Property Owner (Name): _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: (____) ____ - ____

2. Location of Parcel to be divided (if different than above):

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

3. Parcel tax identification number: ____ - ____ - ____ - ____

4. Other Contact: (agent or assistant of the property owner, if applicable):

Name: _____

Mailing Address _____

City: _____ **State:** _____ **Zip Code:** _____

5. Legal description of the Parent Parcel – Available from mortgage, deed or tax bill For the parcel. (Attach copy or write below)

6. Describe the proposed division(s):

a. Number of parcels that will be created:

b. Number of Parcels 40 acres or larger that will be created or left _____.

c. Intended uses of this parcels (residential, commercial, etc.) _____.

d. All parcels created will have access to an existing public road by:
(check one)

_____ Frontage on an existing public road

_____ A private road will be developed to serve the new parcels.

7. Future Divisions

1. All future "divisions" being transferred from the parent parcel to another Parcel? YES NO

2. If yes, identify the new parcel and how many divisions (splits) it will receive.

8. SITE CHARACTERISTICS: Please check any of the following that apply to any Part of the parcels that will be created.

_____ Includes buildings such as house, barn, shed, pool, etc. (Please identify on site plan)

_____ Includes a wetland

_____ Is within a flood plain

_____ Includes or is within 500 ft. of any creek, stream, county drain, pond or body of water

_____ Includes slopes more than twenty five percent (a 1:4 pitch or 14" angle) or steeper

_____ Is on much soils or soils with severe limitations for on site sewage systems.

_____ Has or suspected to have: abandoned well, underground storage tank, contaminated soils?

_____ Has or suspected to have a culturally or historically significant structure on the site?

_____ Any easements granted across or on the property (for ingress/egress, utilities, conservation etc.)? (please attach copy or description)

_____ Any easement right (for ingress/egress, utilities, etc.) granted to this property by adjacent property (s)? (please attach copy of description)

9. SITE PLAN Attach a Site Plan of the Parent Parcel labeled with the applicant's name, site address or location, and parent parcel tax code identification number.

The site plan must show all of the following:

(1) The entire parent parcel with dimensions of all property lines.

(2) The proposed new property lines, their dimensions and locations

(3) Dimensions of the proposed parcels

(4) All existing and proposed roads

(5) Any existing structures on the property (buildings, wells, septic system, driveways, etc.) their dimensions and their distance to any proposed property lines.

(6) Any easements for the public utilities to/from each parcel, for ingress/egress, conservation, etc.

(7) Any of the Site Characteristics noted in question number 8 including any bodies of water, wetlands, wells, slopes etc.

10. Is or has the property been in P.A. 116? YES _____ NO _____

11. AFFIDAVIT and permission for county and state officials to enter the property for Inspection:

I agree that the statements made above are true and complete and if found not To be true, this application and related approvals will be void. I agree to comply with The conditions and requirements of this division approval process. Finally, I Understand this in only a land division to create parcels and approval conveys only Certain rights under the applicable County ordinances and the State Land Division Act. This application does not represent nor does it convey rights under any other Statue, building code, zoning ordinance, deed restrictions or other property rights. The property owner(s) understands that this process must be completed within (6) Six months of the preliminary township approval ate. Further, even if parts of this Division process are approved, all divisions must comply with the applicable laws and Ordinances at the time that the approval process is completed. I understand that the Ordinances and laws change from time to time, and if changed prior to completion Of this division approval, the divisions proposed here must comply with the new Requirements. Further, I give permission for local, county and State of MI officials To enter this property at a mutually agreeable time to inspect and verify the Application information.

**Property Owner(s) Signature _____ Date _____
(Required prior to application acceptance)**

Township Signature _____ Date _____