



## Application for Land Division

Applicant / proprietor Name & Address:

\_\_\_\_\_

Telephone \_\_\_\_\_ Date \_\_\_\_\_

The above named applicant hereby requests approval of a land division exempt from platting by section 108 and 109 of the Land Division Act and submits the following information:

- 1) Parcel number and zoning district of parent parcel or tract: \_\_\_\_\_  
\_\_\_\_\_
- 2) Parcel number and zoning district of parcel to be divided: \_\_\_\_\_  
\_\_\_\_\_
- 3) attach a tentative parcel map, drawn to scale, showing parcel area, parcel lines, parcel dimensions, public utility and other easements: location of public roads and access thereto: access to public water and sewer location of on-site supply/disposal for each proposed parcel.
- 4) Attach proof of ownership ( i.e. deed, title, etc.)
- 5) Name and address of the preparer of the tentative map showing the land division:  
\_\_\_\_\_
- 6) Accurate legal description for each proposed parcel (attach separate sheets if necessary) \_\_\_\_\_  
\_\_\_\_\_
- 7) Attach copy of Health Department letter recommending approval, if not utilizing Village wastewater and water utilities.
- 8) Attach copy of deed for parcel to be divided by which applicant obtained his/her/its interest in the parcel.
- 9) Fee of -0- is provided herewith.

**Signature of applicant** \_\_\_\_\_

## Land Division Review Work Sheet

Parcel Number \_\_\_\_\_ Permit Number \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

- A. All questions are answered
- B. Property owner, applicant, agent information provided
- C. Proof that all taxes and special assessments due have been paid.
- D. Map. Drawn to scale, of the proposed division of the parcel showing:
  - 1. Boundaries as of March 31, 1997
  - 2. All previous divisions made after March 31, 1997
  - 3. The proposed divisions
  - 4. Dimensions of the proposed divisions
  - 5. Existing and proposed divisions
  - 6. Easements to serve each parcel with utilities
  - 7. All existing improvements (Building, wells, skeptics, drives, etc.)
  - 8. Site development limitations identified
- E. Legal description for any proposed road or easement
- F. Approval of curb-cut from M-Dot, Road commission or DPS
- G. Legal description for any proposed division.
- H. Septic approval from Health Department, if applicable
- I. Well approval from Health Department, if applicable
- J. Street address assigned from DPS
- K. A copy of any transferred division rights in the parent parcel
- L. Application signed by Property Owner
- M. Zoning district of parcels.

- A. Complies with Minimum Parcel Size of: \_\_\_\_\_
- B. Complies with Minimum road frontage of: \_\_\_\_\_
- C. Complies with Minimum dimensions of: \_\_\_\_\_
- D. Complies with Minimum water frontage of: \_\_\_\_\_
- E. Complies to width to depth of: \_\_\_\_\_
- F. Complies with maximum road length requirements: \_\_\_\_\_
- G. Complies with maximum number of parcels on a single road: \_\_\_\_\_
- H. Complies with maximum road width requirements: \_\_\_\_\_
- I. Complies with clear view at intersection requirements of: \_\_\_\_\_
- J. Complies with other applicable ordinances of: \_\_\_\_\_

Approval for road or easement named \_\_\_\_\_

Access to public road provided

Easement for utilities provided

Status of future division rights

Proved \_\_\_\_\_ Name \_\_\_\_\_

Denied \_\_\_\_\_ Date \_\_\_\_\_

## **Land Division Act - 1997**

Follow the attached **Application** and **Review Work Sheet** as guide lines.

By using the application you put the burden on the property owner to furnish the needed information. Note there is no line for proof that the taxes are current. Add to "other" line in section 7 "Attachments"

### Exempt land divisions

1. Apartment and store leases that do not include land
2. Options to purchase property
3. Lease less than one year - Farm
4. Billboards
5. Court ordered divisions
6. Condominiums projects - site & buildings
7. Easements
8. Transfers to adjacent parcels
9. Eminent domain - Public utilities
10. Voluntary conveyance to a utility company with eminent domain powers.
11. Municipal Corporation - County, City, Township & Village Not a proprietor and therefore does not need to comply with act.
12. Merger - A permissible division may be lost when an adjacent parcel of land is conveyed to same owner, and another division is taken from the parent tract; conversely, a permissible division may be obtained when a permissible split is reconstituted with its parent parcel.
13. Parcels that are divided that at least 40 acres or equivalent IE. 1/4 of 1/4 of at least 30 acres or government lot of 30 acres or more.