

ARCADIA TOWNSHIP PARCEL DIVISION APPLICATION

Arcadia Township ♦ 3422 Lake Street Arcadia, Michigan 49613

- **You must answer all questions and include all attachments, or this will be returned to you.**
- Bring or mail to ARCADIA TOWNSHIP at the above address.
- 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 (Sec 102 e & f)
- This form is designed to comply with Sec. 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 591 of 1996 and PA 87 of 1997, MCL 560.101 et.seq.)
- Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.

1. PROPERTY OWNER INFORMATION:

A. Name of Property Owner:

Name: _____

Property Address:

Mailing Address if different from Property Address:

Phone (____) _____

Cell (____) _____

email address _____

B. Applicant Name (if not the property owner):

Name: _____

Address:

Phone (____) _____

Cell (____) _____

email address _____

2. PARENT PARCEL INFORMATION:

A. Location of Parent Parcel:

Address: _____

Road Name: _____

B. Parent Parcel Identification Number: _____

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C. Parent Parcel Legal Description (Describe or attach) _____

D. Was your parcel in existence as of March 31, 1967? yes _____ no _____

E. Was your parcel split within the last 10 years? Yes _____ no _____ Please provide documentation of the split.

F. Zoning District _____

3. PROPOSED DIVISION(S)

A. Number of proposed new parcels (remainder counts as 1 split) _____

B. Intended use (residential, commercial, etc.) _____

C. Does each proposed parcel have a depth to width ratio of 4 to 1 as required by ordinance. yes _____ no _____

D. Each parcel has a width of _____ (not less than required by ordinance)

E. Each parcel has an area of _____ (not less than required by ordinance)

F. The division of each parcel provides access as follows: (check one)

1. ___ Each new division has frontage on an existing public road (provide proof that public road exists)

Road name _____

2. ___ A new public road, proposed road name: _____

3. ___ A new private road, proposed road name: _____

G. Describe or attach a legal description of proposed new road and/or easement and/or shared driveway. _____

H. Describe or attach a legal description for each **proposed new parcel**.

4. FUTURE DIVISIONS

- Are any divisions being transferred from the parent parcel to another parcel. Indicate number transferred and the parcel identification number of the parcel receiving the division(s) _____
(See section 109 (2) of the Statute. Make sure your deed includes both statements as required in 109 (3 & 4) of the Statute.)

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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 or soils known to have severe limitations for on site sewage system

6. ATTACHMENTS - All the following attachments **MUST** be included. You may need to include more than one drawing to properly show the required information.

A . Scaled drawing, preferably drawn by a professional, for the proposed division(s) of the parent parcel showing (check each requirement to show compliance):

- current boundaries (as of March 31, 1997)
- all previous divisions made after March 31, 1997 (indicate when made or none)
- the proposed division(s)
- dimensions of the proposed divisions
- existing and proposed road/easement right-of-way(s)
- easements for public utilities from each parcel that is a development site to existing public utility facilities
- any existing improvements (buildings, wells, septic system, driveways, etc.)
- any of the features checked in question number 5.

B. Indication of approval, or permit from the Manistee County Road Commission, Michigan Department of Transportation or respective city/village street administrator, that a proposed easement provides vehicular access to an existing road or street meets applicable location standards.

C. A copy of any reserved division rights (sec. 109 (2) of the act) in the parent parcel.

D. A fee of \$100.00 for review by Township staff.

If the application requires professional review the fee is \$125.00 plus \$25 for each resulting parcel.

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

8. ACKNOWLEDGMENT

The undersigned acknowledges that any approval of the within application is not a determination that the resulting parcels comply with other applicable ordinances, rules or regulations which may control the use or development of the parcels. It is also understood that ordinances, laws and regulations are subject to change and that any approved parcel division is subject to such changes that may occur before the recording of the division or the development of the parcels.

Property Owner's Signature _____ **Date:** _____

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For office use only- Reviewer's action:

Total Fee \$ _____ Check # _____

Signature: _____

Application Received: Date _____

Application Completed: Date _____

Approval: Date _____

Denial Date: _____

Reasons for denial _____ see attached

A Simplified Flow Chart for Section 108 of the Land Division Act for Office Use Only

I. For divisions of parent parcels (i.e., those in existence on March 31, 1997) (and remember, prior divisions subsequent to that date are counted) the following limits the number of parcels that may result:

A. If all resulting parcels at least 40 acres and accessible, the statute is satisfied.

B. If any parcel is less than 40 acres, the following must be satisfied, subject to "C" and "D" below:

1. Is the parent parcel 10 acres or less?

a. If so, 4 parcels may be created, unless, under local ordinance, any parcel is too small, or has the wrong shape.

b. If not, go on below.

2. Is the parent parcel more than 10 acres but not greater than 120 acres?

a. If so, divide the acreage by 10.

i. How many whole parcels and fractional parcels result?

ii. That number, plus 3, is the allowable number of parcels, unless, under local ordinance, any parcel is too small, or has the wrong shape.

3. Is the parent parcel over 120 acres?

a. If so, 12 parcels are allowed for the first 120 acres.

b. If so, 1 parcel is allowed for each whole 40 acres over 120.

c. Unless, under local ordinance, any parcel is too small or has the wrong shape.

C. Parcels of 40 acres or more do not count.

D. Additional ("bonus") parcels are added under certain circumstances:

If the parent tract is at least 20 acres, and
If no new driveway accesses to an existing public road result; and
One of the resulting parcels is at least 60% of the size of the parent parcel.

II. Resulting parcels, whether by exempt split or by division, may be further divided as specified in the act, but not until 10 years after the recordation of the split or division, provided that not more than 2 parcels for the first 10 acres or fraction thereof, plus 1 for each whole 10 acres in excess of the first 10, result, and further that not more than 7 parcels result (10, if one is more than 60% of the area of the parcel or tract being partitioned or split), result.



Land Division Tax Payment Certification Form

\$5.00 fee must be submitted to the Manistee County Treasurer's Office with this form.

Name: _____ Phone: _____

Owner Address: _____

Owner City, State, Zip: _____

Property Address: _____

Property City, State, Zip: _____

Parent Parcel ID Number: _____

Attach a legal description of the parcel to be divided

CERTIFICATION DENIED

The Manistee County Treasurer's Office has found delinquent taxes on the parcel listed above and cannot issue a certification of tax payment.

Delinquent Taxes Owed: _____

CERTIFICATION APPROVED

Pursuant to House Bill 4055, the Manistee County Treasurer's Office certifies that all property taxes and special assessments due on the above parcel subject to the proposed division for the five years preceding the date of the application have been paid. This certification does not include taxes or special assessments, if any, now in the process of collection by the City, Village or Township Treasurer.

**APPLICATION DATED ON OR AFTER MARCH 1 & PRIOR TO LOCAL
TREASURER RETURNING CURRENT DELINQUENT TAXES**

The return of current delinquent taxes not available for examination.

Certified by: _____ Date Certified: _____