

MANCELONA TOWNSHIP
Application for Land Combination/Divisions
And Boundary Adjustments

NOTICE: No Land division/combination will be completed until all taxes billed are paid in full.

Mancelona Township shall approve or disapprove a proposed division **within 45** days after the filing of a **complete** application (all attachments must be submitted before it is considered complete) for the proposed division with the assessor or other municipally designated official.

Application is hereby made for the following:

Metes and Bounds Parcels

- Combination
 Division into _____ parcels
 Boundary Adjustment

Platted Lots of Record

- Combination of entire lots
 Separation of entire lots
 Division/combination of portions of lots
 Boundary Adjustment

Property Information

Tax Identification Number(s): 05-11-_____-_____-_____
 05-11-_____-_____-_____
 05-11-_____-_____-_____

Property Address: _____

Is/Are the parcel(s) in a Special Assessment District? No Yes
If so for? Road Sewer

The division of the parcel provides access as follows:

Each new division has frontage on an existing public road? No Yes
New Private Road Access? No Yes
A Recorded Easement? No Yes

Note: 1) A perk test is required for any parcel being created under one (1) Acre prior to any final approval under Section 560.109a of the Land Division Act.

Structures currently on the parcel(s)/lot(s): Vacant
 House
 Accessory Building
 Commercial/Industrial

Describe the nature of the request: _____

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Survey/Parcel Map drawn to scale along with accurate legal description Information:

A sealed survey or Parcel **shall** be submitted that complies per Mancelona Township Land Division Ordinance (Sec 5(C) as amended for all land divisions/combinations and re-descriptions except for combinations involving platted lots of record.

Name Surveyor/Drafter: _____

Survey Company: _____

Date of Survey/Parcel Map: _____

Survey Number: _____

Owner Information:

Applicant (If not the Owner)

(Owner Must Sign, unless a letter of representation is supplied)

Name: _____

Name: _____

Name: _____

Name: _____

Address: _____

Address: _____

Phone Number: _____

Phone Number: _____

Email: _____

Email: _____

AFFIDAVIT and permission for municipality, 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, agree to comply with the conditions and regulation provided with this parent parcel division. Further, I agree to give permission for official of the municipality, county and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspections. Finally, I understand this is only a parcel division which conveys only certain rights under the applicable local land division 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 and P.A. 87 of 1997), MCL 560.101 et seq.) and does not include any representation or conveyance of rights in any other stature, building code, zoning ordinance, deed restriction, or other property rights.

Finally, even if this division is approved, I understand local ordinance 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 division is built upon before the changes to laws are made.

Owner Signature: _____

Date: _____

Owner Signature: _____

Date: _____

Fee \$25 for the first split and an additional \$10 per split: _____ Amount _____ Chk #/Cash
(Checks are to be made out to **Mancelona Township**)

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All the following attachments **MUST** be included prior to any approval.

- A. A survey/parcel map that complies with the requirements of the Land Division Act, Sec 109 (1)(a): *Each resulting parcel has an adequate and accurate legal description and is included in a tentative parcel map showing area, parcel lines, public utility easements, accessibility, and other requirements of this section and section 108. The tentative parcel map shall be a scale drawing showing the approximate dimensions of the parcel; Such as;*

- current boundaries (as of March 31, 1997),
- all previous division 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 to existing public utility facilities,
- any existing improvements (buildings, wells, septic system, driveways, etc.) and

- B. A copy of any reserved division rights (sec. 109 (4) of the act) in the parent parcel (form attached L-4260a)

- C. A Fee of _____ (\$25 for the first split and an additional \$10 per split)

- D. Proof of payment of taxes and/or special assessments for current year if billed.

- E. All property taxes and special assessments due on the parcel or tract subject to the proposed division for the 5 years preceding the date of the application have been paid, as established by a certificate from the county treasurer (PA 23 of 2019)

Note: This is issued by the Antrim County Treasurer and there is a \$5.00 fee.

*Antrim County Treasurer
203 E Cayuga Street
Bellaire MI 49615
Phone: 231-533-6720
Website: <http://www.antrimcounty.org/treasurer.asp>*

- E. Proof of fee ownership of land.

- F. History and Specifications of any previous division of Parcel to be divided as of March 31, 1997.

- G. A perk test is required for any parcel being created under one (1) Acre prior to any final approval under Section 560.109a of the Land Division Act.

*NW Michigan Environmental Health
Phone: 231-533-8670 Website: <http://www.nwhealth.org/whichpermit.html>*

- H. Antrim County Road Commission Does not require a Permit for us to approve a Land Division. **Note Approval of Land Division is not stating you have complied with the Antrim County Road Commission standards. If you would like to apply for a driveway permit contact below:**

*Antrim County Road Commission
Phone: 231-587-8521 Website: <http://www.antrimcrc.org/>*

- H. If your access is creating or causing an additional parcel to access M-32 Hwy or US 131 Hwy you must have approval from MDOT. (560.190 (1) e)

*Michigan Department of Transportation
Phone: 989-731-5090 Website: <https://www.michigan.gov/mdot>*

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Date Received Complete Application: _____

Mancelona Township has _____ the Land Division for parcel

05-11-_____-_____-_____ for the _____ tax year.

Please NOTE:

Mancelona Township and Antrim County do not do MID-Year splits therefore for the remainder of the _____ tax year the parent parcel(s) will be billed.

Approval of a division is not a determination that the resulting parcels comply with other Township or County Ordinances or regulations not regulated under the Mancelona Township Land Division Ordinance.

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, dunes, wetlands and/or otherwise.

The Township and its officers and employees shall not be liable for approving a land division if a permit is not issued by the Antrim County Road.

TREASURER, As of _____, 20_____, Township Records show that all taxes, Special Assessments, Fees and/or penalties billed to date on the above referenced parcel (s) have been paid.

Treasurer Signature

ASSESSOR, The proposal is eligible for split, combination or re- description; all ownership records are in order; accurate survey/parcel map and description have been provided.

Assessor Signature

Date

Approved
Conditions, if any: _____

Denied
Land Division Ordinance Section, _____