

**ELK RAPIDS TOWNSHIP**  
**Parcel Division Application**

You MUST answer all questions and include all attachments, or this will be returned to you. Bring or mail to:

**Elk Rapids Township Clerk**, P.O. Box 365, 315 Bridge St., Elk Rapids, MI 49629

Approval of a Division of Land is required when the new parcel is less than 40 acres and not just a property line adjustment [§102(e & f)].

*This form is designed to comply with applicable local zoning, land division ordinances 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) MCL 560.101 et.seq.*

Fill in where you want this form sent when the review is completed.

Name \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_

City – State – Zip \_\_\_\_\_

**1. LOCATION OF PARENT PARCEL TO BE SPLIT:**

Address: \_\_\_\_\_

Road Name: \_\_\_\_\_

Parent parcel Property Tax number: \_\_\_\_\_

Legal Description of Parent Parcel (or may be attached):

**2. PROPERTY OWNER INFORMATION:**

Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Road Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

**3. APPLICANT INFORMATION (if not the property owner):**

Contact Person's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Road Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

4. **PROPOSAL**: Describe the division(s) being proposed:

- A. Number of new Parcels \_\_\_\_\_
- B. Intended use (residential, commercial, etc.) \_\_\_\_\_
- C. Divided parcels have access to an existing public road by: (check one)

- Each new division has frontage on an existing public road.
- A new public road, proposed road name: \_\_\_\_\_  
(Road name is not duplicate of existing road name)
- A new private road, proposed road name: \_\_\_\_\_  
(Road name is not duplicate of existing road name)
- A recorded easement or driveway. (Can not service more than two potential sites)

**4A.** Write here, or attach, a legal description or the proposed new road, easement or shared driveway.

\_\_\_\_\_

**4B.** Write here, or attach, a legal description of each new parcel: \_\_\_\_\_

\_\_\_\_\_

5. **FUTURE DIVISIONS** being reserved? \_\_\_\_\_ For whom? \_\_\_\_\_

\_\_\_\_\_

(See section 109(2) or the Statute. Make sure your deed includes both statements as required in section IO9(3) and 109(4) of the Statute.)

6. **DEVELOPMENT SITE LIMITS**: Check each which represents a condition that exists on the parent parcel:

- Any part of the parcel is in a DNR-designated critical sand dune area.
- The parcel is riparian or littoral (it is a river or lake front parcel)
- Any part of the parcel is effected by a Lake Michigan High Risk Erosion setback
- Any part of the parcel includes a wetland
- Any part of the parcel includes a beach
- Any part of the parcel is within a flood plain
- Any part of the parcel includes slopes more than twenty five percent (a 1:4 pitch or 14° angle or steeper)

7. **ATTACHMENTS**: (all attachments must be included). Letter each attachment as shown here.

A. **Map, drawn to scale**, of 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 division(s), 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 to existing public utility facilities, and
- (7) any existing improvements (buildings, wells, septic systems, driveways, etc.)
- (8) any of the features checked in question number 6 (development site limits)

B. Indication of approval, or permit from, County Road Commission, MDOT, or respective township street administrator for each proposed new road, easement or shared driveway.

C. A copy of any reserved division rights [§109(4) of the Act] in the parent parcel

D. A fee of \$\_\_\_\_\_

E. Proof of fee ownership of the land

F. History and specifications of any previous divisions of the Parcel to be divided to establish lawful existence as of March 31, 1997.

G. Proof all due and payable taxes or installments of special assessments pertaining to the land are paid in full.

H. Other (please list) \_\_\_\_\_

8. **IMPROVEMENTS**: Describe any existing improvements (buildings, wells, septic etc.) which are on the parent parcel or indicate NONE.

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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 comply with the conditions and regulations provided with this parent parcel division. 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 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), MCL 560.101 et. seq.), and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights. Finally even if this

division is approved, I understand zoning, local ordinances, and state Act 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.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

And

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

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**REVIEWER'S ACTIONS:** Total Fee \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

\_\_\_ Approved: Conditions, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Denied: Reason (cite §) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature and Date: \_\_\_\_\_

Township Assessor

\_\_\_\_\_  
Township Zoning Administrator