



Glen Arbor Township
PO Box 276
Glen Arbor, MI 49636
(231) 334-3539

Twp. Z.A. No. _____

Date Received: _____

LAND DIVISION APPLICATION

You **MUST** answer all questions **and** include all attachments or the application will be returned as incomplete.

Mail to: GLEN ARBOR TOWNSHIP at the above address or deliver to the Zoning Administrator at 6394 W. Western Ave., Glen Arbor, MI 49636.

Approval of a division of land is required, when a new parcel is created less than 40 acres and not just a property line adjustment (Michigan P. A. 288 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 P.A. 87 or 1997, MCL 560.101 et seq.)

Approval of a division is a determination that the resulting parcels comply with other ordinances or regulations.

1. LOCATION of PARENT to be split:

Address: _____ Road Name: _____

Parent Parcel Identification Number: _____ Zoning District: _____

Parent Parcel Legal Description (describe or attach): _____

2. PROPERTY OWNER INFORMATION:

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone (____) _____

3. APPLICANT INFORMATION (If not the property owner. Please provide letter of authorization from property owner.)

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone (____) _____

4. PROPOSED DIVISIONS(S) TO INCLUDE THE FOLLOWING:

- A. Number of new Parcels _____
- B. Intended use (residential, commercial, etc.) _____
- C. Each proposed parcel does not exceed a width to depth ration of 4 to 1 as provided by ordinance.
- 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)
 - ___ Each new division has frontage on an existing public road. Road name: _____
 - ___ A new public road. Proposed road name: _____
 - ___ A new private road. Proposed road name: _____
- G. Describe or attach a legal description of proposed new road, easement, or shared driveway (include a copy of the Road Maintenance Agreement) : _____

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

5. FUTURE DIVISIONS

- A. Number of divisions allowed but not included in this application _____
- B. Did the parent parcel have any unallocated divisions under the Land Division Act? _____
- C. Were any unallocated divisions transferred to the newly created parcel(s): _____ If yes, how many? _____
- D. Identify the other parcel(s) that future divisions are transferred to: _____

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

6. DEVELOPMENT SITE LIMITS (Check all that represent a condition which exists on the parent parcel)

- _____ Waterfront property (river, lake, pond, etc.) _____ Includes wetlands _____ Is within a floodplain
- _____ Is an EGLE Critical Sand Dune or HREA _____ Includes a beach _____ Includes slopes > 25%
- _____ Is on muck soils or soils known to have severe limitations for an on-site sewage system

7. ATTACHMENTS - All the following attachments **MUST** be included. Letter each attachment as shown:

- A. A survey, completed by a professional surveyor, of the proposed division(s) of the parent parcel including legal descriptions. The survey or drawing must show all of the following:
 - 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 division(s), and
 - 5. existing and proposed road/easement right-of-way(s), and
 - 6. easements for public utilities from each parcel that is a development site to existing public utility facilities, and
 - 7. any existing improvements (buildings, wells, septic system, driveways, etc.), and
 - 8. any of the features checked in question number 6.
- B. A site evaluation (perc test & well suitability) for each proposed parcel prepared by the Benzie-Leelanau Health Department.
- C. An indication of approval for each proposed parcel prepared by the Leelanau County Soil Erosion Office.
- D. An indication of approval, or permit, from the Leelanau County Road Commission, or the Michigan Department of Transportation that a proposed driveway or easement provides vehicular access to an existing road or street that meets applicable location standards.
- E. A copy of any reserved division rights (sec. 109 (2) of the Statute) in the parent parcel.
- F. A current (within past three months) Land Title Policy and a copy of the current deed to support future divisions.

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

9. ACKNOWLEDGMENT and permission for local officials to enter the property for inspections

I assert that the above statements 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. I acknowledge that any approval of the within application is 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: _____

Property Owner's Printed Name and Title _____

Do not write below this line

Total Fee \$ _____ Check # _____

ZONING ADMINISTRATOR'S ACTION:

____ Approved: Conditions, if any: _____

____ Denied: Reason(s) _____

Signature: _____ Date: _____
Zoning Administrator

ASSESSOR'S ACTION:

____ Approved: Conditions, if any: _____

____ Denied: Reason(s) _____

Signature: _____ Date: _____
Assessor