Application Number: _____

LAND DIVISION & PROPERTY BOUNDARY CHANGE APPLICATION
ENSLEY TOWNSHIP

The Michigan Land Division Act requires approval of a division of land before it is sold or transferred. This form details the information required for land division approvals, lot line adjustments, or boundary changes. Also, this form is designed to ensure compliance with all local zoning requirements and all aspects of the Michigan Land Division Act. Additionally, to ensure that local zoning requirements are met and to aid the efficient processing of deeds through the County, property boundary changes or lot line adjustments also require approval. Please read the application thoroughly before completing, and please fill out completely before submission to the Township. No request will be considered unless all the required information is submitted.

Prior to submitting your application, please ensure and submit the following:

1. All land divisions and boundary changes require a stamped survey by a professional surveyor. **Handwritten legal descriptions or sketches drawn on surveys will not be accepted.** (Reviewing proposed divisions and adjustments with the assessing and zoning department are encouraged before hiring a surveyor.)
2. All surveys must be to scale on letter, legal, or 11" by 17" sized paper and must include:
    a. The date of the survey, a North arrow, and the name of the person or firm responsible for the preparation of the survey.
    b. Proposed boundary lines, dimensions, and lot size of each new parcel.
    c. An adequate and accurate legal description of each resulting parcel.
    d. Location and legal description of existing easements and right-of-ways.
    e. Any existing structures or improvements (buildings, wells, septic systems, driveways, etc.) and the setback from any new, changed, or prior property line and/or proposed or existing public or private road to the overhang of the structure or improvement.
    f. The location of ALL natural or man-made water bodies.
    g. The location of any public or private street, driveway, or utility easement to be located within any resulting parcel. Copies of the instruments describing and granting such easements shall be submitted with the application.
3. Where relevant, provide an accurate history of the property relating to underground storage tanks, dumps, contamination, deed restrictions, easements, etc.
4. All taxes and special assessments are paid**. (The summer and winter taxes on the parent/existing parcels will need to be paid for the year before the split will occur.)**
5. Property owners are strongly urged to have the property perked prior to land division application.
6. In cases where steep grades or wet lands are involved, it is recommended to ensure ability to obtain a driveway permit from the Newaygo County Road Commission.
7. A copy of any transferred division rights, clearly identifying the number of division rights each parcel is to receive. (Form L-4260A must be completed and attached to fulfill this requirement.)
8. The filing fee of $85.00 must accompany this application. If an application is filed after the deed has been recorded, the fee will increase to $150.00.
9. After final approval and all conditions are met, a deed will need to be filed with the Newaygo County Register of Deeds office within 180 days which will initiate the split.
10. A tax payment certification form from the County Treasurer must also accompany this application.

****This application is good for **180 days** from approval date.****

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Please read the entire application before filling it out. Also, prior to submittal of the application, please schedule a pre-application meeting with the Assessor and Zoning Administrator. Please note that accessory structures such as sheds, barns, etc. are not permitted on vacant parcels. Applications with inadequate information may be delayed or not accepted. Staff has 45 days to review your (complete) application.

Section I – Parent Parcel and/or Parent Tract Information

Property Address #1 _____

Permanent Parcel Number _____
(Legal Description to be attached)

Property Address #2 _____

Permanent Parcel Number _____
(Legal Description to be attached)

Section II – Applicant Information

Name _____

Mailing Address _____

City, State, Zip _____

Phone _____ **Alt Phone** _____

Section III – Property Owner Information

(If different from Applicant)

Name _____

Mailing Address _____

City, State, Zip _____

Phone _____ **Alt Phone** _____

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Section IV – Information Regarding Proposal

Total number of resulting parcels, including parent parcel _____

Intended Use (Residential, Commercial, etc.) _____

If the intended Use is Residential, please complete the following:

Does each resulting new parcel have . . .

A minimum lot size of one acre? _____

A minimum of 109' frontage on a public or private road? _____

A Depth to Width ratio of not more than 4 to 1? _____

The division of parcel provides access to an existing public road by . . .

_____ **Each new parcel has 109' frontage on an existing or new public road.**

_____ **Each new parcel has 109' frontage on an existing private road.**

_____ **Each new parcel has 109' frontage on an approved, new private road.**

_____ **Each new parcel has 109' frontage on an unapproved, new private road.**

Section V – Future Divisions

Total allowable divisions _____ **less new parcels (including parent)** _____ **equals number of future divisions** _____.

If future divisions are available, do you wish to retain any with the parent? _____

If future divisions are available, do you wish to transfer any to a child? _____

If you answered yes to either of the previous two questions, please describe how future divisions will be allocated:

_____

_____

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

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Section VI – Affidavit and Permissions

Please read the following statement carefully before signing. The statement grants permission for municipal, county, and state officials to enter the property for necessary inspections.

I agree the statements made on this document are true, and if found not to be true, this application and any approval(s) will be void.

Further, I agree to comply with the conditions and regulations provided with this parent parcel or parent tract division.

Further, I agree to give permission for officials of Ensley Township, Newaygo County, and the State of Michigan to enter the property where this parcel or tract division is proposed for purposes of inspection, to verify that the information on the application is correct.

Further, I understand that any approval of land division as requested in this application constitutes approval to create a land division pursuant to 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 560-1-1 et Seq.) and does not provide, constitute, infer, or imply use of zoning approval of any such division, easement, or resulting parcels, or provide, constitute, infer, or imply buildability or compliance with any applicable statute, law, building code, deed restriction, or property right.

Finally, even if this division is approved, I understand local zoning ordinances, and State Acts change from time to time, and if changed, the divisions made here must comply with the new requirements (i.e. apply for division approval again) per the Ensley Township Land Division Ordinance.

Signature of Applicant: _____

Date: _____

****This application is good for **180 days** from approval date.****

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DO NOT WRITE BELOW THIS LINE. NOT VALID WITHOUT BOTH ZONING/ASSESSING APPROVAL

Taxes Paid? _____Yes _____No

Zoning Approval:

_____ APPROVED: Conditions, if any _____

_____ Denied: Reasons (cite): _____

Zoning Administrator's Signature _____ Date _____

Assessing Approval:

_____ APPROVED: Conditions, if any _____

_____

_____ Denied: Reasons (cite): _____

Assessor's Signature _____ Date _____

****This application is good for **180 days** from approval date.****