

## LAND DIVISION & PROPERTY BOUNDARY CHANGE APPLICATION ALGOMA 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.**
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 rights-of-way.
  - 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.
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 Kent 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 \$100.00 plus \$10.00 per each new legal description must accompany this application (i.e. if you create two lots, the fee is \$120.00.) If an application is filed after the deed has been recorded, the fee will increase to \$200.00 plus \$20.00 per each new legal description. An escrow amount to be submitted to the Township may also be required if it is determined necessary.

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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. 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)

If part of a Parent Tract or Combination please complete the following as necessary:

**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 new parcels, including parent parcel \_\_\_\_\_

Intended use (Residential, Commercial, etc.) \_\_\_\_\_

The division of the parcel provides 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: \_\_\_\_\_
- \_\_\_\_\_ A new private road, proposed road name: \_\_\_\_\_
- \_\_\_\_\_ A recorded easement (Parcel will not be able to obtain building permit.)

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 Algoma Township, Kent 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 560-101 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.

Further, neither Algoma Township nor its officers and employees are liable if a building permit is not issued for a parcel created by this division, or if it does not satisfy the requirements of any ordinance, or for the parcel failing to meet any or all of the following criteria:

1. Public water OR city, county, or district health department approval for the suitability of an on-site water supply.
2. Public Sewer OR city, county or district health department approval for on-site sewage disposal.

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 Algoma Township Land Division Ordinance.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER #1 \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER #2 \_\_\_\_\_ DATE: \_\_\_\_\_