

# LAND DIVISION APPLICATION

OFFICE FILE NUMBER \_\_\_\_\_

TAX ROLL # \_\_\_\_\_

Return or mail to: Saginaw Charter Township  
Attn: Mr. Steve King  
4980 Shattuck Road  
Saginaw MI 48603

**PERMIT FEE: \$50.00**

CASH: \_\_\_\_\_ CHECK #: \_\_\_\_\_

The Land Division provisions of PA 1996, section 109 of the Act, require local approval of division of land before it is sold, when the new parcel is less than 40 acres and not just a property line adjustment. A municipality shall approve a proposed division within forty-five (45) days after the filing of the proposed division application.

## 1. PROPERTY OWNER INFORMATION:

Name: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_

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

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

## 2. APPLICANT INFORMATION (If Not The Property Owner):

Contact Person's Name: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_

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

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

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

## 3. PARENT PARCEL INFORMATION:

Property Address \_\_\_\_\_ Parent Parcel Tax ID Number: \_\_\_\_\_

a) Attach a copy of the Legal Description of the Parent Parcel before the division.

b) Are there any unpaid property taxes for the Parent Parcel? \_\_\_\_\_

c) Deferred or Special Assessments: \_\_\_\_\_

d) Current zoning of Parent Parcel: \_\_\_\_\_

**4. PREVIOUS DIVISIONS**

Attach copies of all previous divisions of the parent parcel after March 31, 1997: \_\_\_\_\_

**5. PROPOSED DIVISION**

Describe the division(s) being proposed:

- a) Number of new parcels: \_\_\_\_\_
- b) Intended use (residential, commercial, etc.) \_\_\_\_\_
- c) 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 (driveway).

- 6 a. Attach a legal description of the proposed new road, easement or shared driveway.
- 6 b. Attach a legal description for each proposed new parcel.
- 6 c. A description of any division rights transferred from the parent parcel to another parcel? \_\_\_\_\_

Identify the other parcel: \_\_\_\_\_  
(See Section 109(2) of the Land Division Act. Make sure your deed includes both statements as required in Section 109(3) and 109(4) of the Act.)

**7. DEVELOPMENT SITE LIMITS** (Check each that represents a condition which exists on the parent parcel.) Any part of the parcel:

- \_\_\_\_\_ includes a wetland.
- \_\_\_\_\_ is within a floodplain.
- \_\_\_\_\_ is known or suspected to have an abandoned well, underground storage tank or contaminated soils.
- \_\_\_\_\_ other known site limits.

8. **ATTACHMENTS** (All attachments must be included.) *Letter each attached as shown here.*

- \_\_\_\_\_ A. A survey, sealed by a professional surveyor of proposed division(s) of parent parcel, or a map, drawn to scale, of the proposed division(s) of the parent parcel showing:
- 1) 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 system, driveways, etc.)
  - 8) any of the features checked in question number 6.
- \_\_\_\_\_ B. Indication of approval, or permit from County Road Commission or MDOT for each proposed new road, easement or shared driveway.
- \_\_\_\_\_ C. A copy of any transferred division rights (Section 109(4) of the Act) in the parent parcel.
- \_\_\_\_\_ D. A fee of \$50.00.
- \_\_\_\_\_ E. Other (please list) \_\_\_\_\_

9. **IMPROVEMENTS**

Describe any existing improvements (*attach extra sheets if needed*) which are on the parent parcel, or indicate none (*attached extra sheets if needed*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. **AFFIDAVIT**

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 conditions and regulations provided with this parent parcel division. Further, I understand this is only a parcel division which conveys only certain rights under the applicable local land division ordinance, the local zoning ordinance, and the State Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended 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 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, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

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

**11. LAND DIVISION APPLICATION CHECKLIST**

YES	NO	N/A	APPLICATION COMPLETE
_____	_____	_____	A. All questions are answered.
_____	_____	_____	B. Property owner, agent information provided.
_____	_____	_____	C. Proof that all due and payable taxes and special assessments have been paid.
_____	_____	_____	D. Map, survey of the parent parcel and proposed division showing:
_____	_____	_____	1) current boundaries (as of March 31, 1997), and
_____	_____	_____	2) all previous divisions made after March 31, 1997 (indicate when or none), and the proposed division(s), and
_____	_____	_____	3) the proposed division(s), and
_____	_____	_____	4) dimensions of the proposed divisions, and
_____	_____	_____	5) existing and proposed public or private road/easement right-of-ways, and
_____	_____	_____	6) any existing improvements (buildings, wells, septic system, driveways, etc.), and
_____	_____	_____	7) any of the features checked in question 6, and
_____	_____	_____	8) for development sites, easements for public utilities from each parcel to existing public utility facilities.
_____	_____	_____	E. Proposed legal description for a new road(s) or easement(s)
_____	_____	_____	F. Review materials from the Saginaw County Road Commission, MDOT, or Saginaw Charter Township Community Development Department for each proposed new road, public or private easement or shared driveway.
_____	_____	_____	G. Proposed legal descriptions for each new division
_____	_____	_____	H. A copy of any transferred division rights in the parent parcel
_____	_____	_____	I. Municipal/Zoning and Ordinance - Approved by Community Development Department
_____	_____	_____	J. Affidavit/application is signed by property owner and applicant

*(If any of the above is checked "NO", return incomplete application for missing material)*

**12. MUNICIPAL ZONING AND ORDINANCE** *(For Use By Community Development Department)*

- a) Zoning district for proposed divisions: \_\_\_\_\_  
Zoning Ordinance (municipality) and effective date: \_\_\_\_\_
- b) Complies with minimum square foot size of: \_\_\_\_\_
- c) Complies with minimum lot/frontage/width: \_\_\_\_\_
- d) Complies with minimum public road frontage: \_\_\_\_\_
- e) Complies with lot coverage: \_\_\_\_\_
- f) Complies with setbacks: \_\_\_\_\_
- g) Complies with width to depth ratio of: \_\_\_\_\_ 4:1 \_\_\_\_\_ N/A
- h) Complies with private road requirements of the Saginaw Charter Township Land Development Code \_\_\_\_\_
- i) Complies with other applicable provisions of the Saginaw Charter Township Land Development Code \_\_\_\_\_
- j) Has obtained a variance from the above requirements from the Saginaw Charter Township Zoning Board of Appeals \_\_\_\_\_
- k) County Road Commission or MDOT has approved each proposed new road, easement or shared driveway: \_\_\_\_\_
- l) Future division rights have been transferred to: \_\_\_\_\_
- m) Unbuildable lots \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved**

**Denied**

YES	NO	N/A	<b>Assessing Office Review:</b>
_____	_____	_____	B. Proposed division(s) complies with Section 108 of the statute
_____	_____	_____	C. Legal description is adequate for each proposed parcel
_____	_____	_____	D. For development sites, easements are adequate for public utilities from each new division to existing public utility facilities
<b>Reviewed By:</b> _____			<b>Date:</b> _____
<b>Approved</b> <input style="width: 50px; height: 20px;" type="checkbox"/>		<b>Denied</b> <input style="width: 50px; height: 20px;" type="checkbox"/>	

YES	NO	N/A	<b>Administrators Review:</b>
_____	_____	_____	A. Proposed division(s) have approval from Assessor's Office
_____	_____	_____	B. Proposed division(s) have approval from the Community Development Department for access to a public road from a new road or easement
_____	_____	_____	C. Adequate easements for electricity, phone, gas, water, sewer, CATV, drainage, other _____

YES	NO	N/A	<b>Conclusion:</b>
_____	_____	_____	A. Are there any of the above marked "NO"? <i>(Letter of denial giving reason sent)</i>
_____	_____	_____	B. Approved Conditions: _____ _____ _____ _____
_____	_____	_____	C. Approved on a preliminary basis. Conditions: _____ _____ _____ _____
<u>Approved</u> or <u>Denied</u> by the Zoning Administrator: Initials: _____ Date: _____			
Comments: _____ _____ _____			
Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.			
REVISED 01/18			