



## *Sandstone Charter Township*

Assessor's Office  
7940 County Farm Rd Parma, MI 49269  
(517) 784-4712 Ext 5 [assessor@sandstonetownship.org](mailto:assessor@sandstonetownship.org)

### Land Division Requirements:

Thank you for your interest in Sandstone Township. Below is a list of requirements intended to assist you in this process.

You must answer all questions and include all attachments or this application will be returned to you. You may mail, email, fax or bring in the application to the Township Office. Once the completed application is received, (with all attachments) the Township has 45 days to notify the applicant of approval or denial. The land division process is a partnership between the Township Building/Zoning Administrator and the Township Assessor.

Approval of a land division is required before it is sold, 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.)

1. All taxes for the entire current year must be paid on or before December 31st or the application cannot be approved.
2. This application **MUST** be accompanied by descriptions for EVERY NEW END RESULTING PARCEL before it can be approved.
3. According to HB #4055 effective 2019 a "Tax Certificate" MUST be attached to this application. These certificates are provided by the Jackson County Treasurer's Office. See attached example.
4. Deeds **MUST** be registered for every new end resulting parcel (regardless if there is a transfer of ownership or not) at the Jackson County Register of Deeds Office. This must be done within **90 days** of the approval of this application or **December 31st**, whichever comes first or a new application and application fee will be required.

Please feel free to call the Assessing Office if you have questions. The Assessor is in on Wednesday from 9:00 to 4:00.

**Sandstone Charter Township**

7940 County Farm Rd.

Parma, MI 49269

517-784-4712

Fax 517-784-2605

www.sandstonetownship.org

**Land Division Application**

You **must** answer all questions and include all attachments or this application will be returned to you.

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Property Owner if different from Applicant: \_\_\_\_\_

\_\_\_\_\_

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

Location of Parent Parcel: \_\_\_\_\_

Street Number: \_\_\_\_\_ Road Name: \_\_\_\_\_

Parent Parcel Number: \_\_\_ / 07 / \_\_\_ / \_\_\_ / \_\_\_ / \_\_\_

Legal Description of Property: (Attach extra sheet)

Dates of Previous Divisions (If Applicable) \_\_\_\_\_

Dimensions and size (Acres) of parcels to be created:

Parcel 1

Parcel 4

Parcel 2

Parcel 5

Parcel 3

Parcel 6

Intended Use: \_\_\_\_\_

\$100.00 Application Fee. Make check payable to Sandstone Charter Township.

Check # \_\_\_\_\_ Date: \_\_\_\_\_

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.
- A new private road.
- A recorded easement. (Can not service more than one potential site).

Attach the following required information:

1. Legal description of all parcels to be created.
2. Copies of existing or proposed deed restrictions map or drawing drawn to scale of proposed divisions.
3. A legal description of the road or easement.

Development site limits – check each condition which exists on any part of the parent parcel:

- Is in a DNR – designated critical sand dune area.
- Is a river or lake front parcel.
- Is affected by a great lake high risk erosion setback.
- Includes a wetland.
- Includes a beach.
- Is within a flood plan.
- Includes slopes more than twenty – five percent (A 1:4 pitch or 14\* angle) or steeper.
- Is on muck soils or soils known to have severe limitations for on – site sewage systems.
- Is known or suspected to have an abandoned well, underground storage tank or contaminated soils.

The survey or map must show:

- 1) Current boundaries as of March 31, 1997.
- 2) All previous divisions made after March 31, 1997.
- 3) The proposed divisions.
- 4) Dimensions of the proposed divisions.
- 5) Existing and proposed road/easement right - of – way, and
- 6) Easements for public utilities from each parcel to existing public utility facilities.
- 7) Any existing improvements (buildings, wells, septic systems, driveways, etc.).

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 to be not 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 the Officials of the Municipality, County, and the State of Michigan to enter the property where this parcel division is proposed for the purposes of inspection to verify that the information on the application is correct at a time mutually agreed with the applicant. Finally, 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 (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 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 the law are made.

If this land division is approved, you must record with the Jackson County Register of Deeds the land divisions within 180 days or approval will be revoked.

Signature of Applicant \_\_\_\_\_.

Date: \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date Received by Township \_\_\_\_\_

Approved \_\_\_\_\_

Denied Reasons \_\_\_\_\_

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

**Attachment to Sandstone Charter Township Land Division Application**

1. All taxes must be paid before a division will be made. The attached is an example of what you need to get from the County Treasurer Office.
2. A legal survey by a Registered Surveyor with the State of Michigan must be submitted with the application for a division.
3. The person responsible for the taxes must sign the form at the bottom of this page.

I, \_\_\_\_\_ will be responsible for the payment of the taxes on the property for the current year.

Dated \_\_\_\_\_

**Return or mail completed forms to:**

Sandstone Charter Township  
7940 County Farm Rd.  
Parma, MI 49269

OFFICE OF THE TREASURER  
 JACKSON COUNTY TREASURER'S OFFICE      PHONE 517-788-4418

----- TAX CERTIFICATION -----

TAX YEAR	TAX. VALUE	BASE TAX	BASE TAX DUE	INTEREST/FEES DUE	TOTAL DUE	LAST PMT
2018	39,678	1,916.86	0.00	0.00	0.00	12/17/18
2017	38,862	1,771.80	0.00	0.00	0.00	12/09/17
2016	38,516	1,736.57	0.00	0.00	0.00	12/13/16
2015	38,401	1,731.29	0.00	0.00	0.00	12/16/15
2014	37,797	1,707.13	0.00	0.00	0.00	12/24/14
0	0		0.00	0.00	0.00	
0	0		0.00	0.00	0.00	
0	0		0.00	0.00	0.00	
0	0		0.00	0.00	0.00	
0	0	0.00	0.00	0.00	0.00	
0	0		0.00	0.00	0.00	
TOTAL			0.00	0.00	0.00	

Property Number: 001-11-27-151-001-02

Property Address: 5506 ALBION RD

DESCRIPTION OF PROPERTY:

Example

BEG AT W 1/4 POST OF SEC 27 TH E ALG E&W 1/4 LN 1329.4 FT TH N 1DEG 28'30''W 722.46 FT TH N 33DEG 45'W 130 FT TO A PT FOR PL OF BEG OF THIS DESCN TH N 33DEG 45'W 185.56 FT TH S 54DEG 11'13''E 185.56 FT TH S 33DEG 45'E 185.56 FT TH N 54DEG 11'13''E 185.56 FT TO BEG. BEING PART OF LOT 1 ASSESSOR'S PLAT VILLAGE OF CONCORD, UNRECORDED. SEC 27 T3S R3W .7900 A

\*\*\*\*FEES SUBJECT TO CHANGE DUE TO BOARD OF REVIEW, MICHIGAN TAX TRIBUNAL RULINGS,  
 STATE TAX COMMISSION ORDERS, UNCAPPING, ETC., AND AS ALLOWED UNDER  
 PUBLIC ACT 123 OF 1999 (AS AMENDED) \*\*\*\*

JACKSON COUNTY TREASURER'S CERTIFICATION

Jackson, MI \_\_\_\_\_, 20\_\_\_\_ IS:

COPY

I HEREBY CERTIFY that according to our records all taxes returned to this office are paid for five years preceding the date of this instrument. This does not include taxes in the process of local collection, changes due to Board of Review, PRE denial, Michigan Tax Tribunal rulings, State Tax Commission orders, Uncapping, ETC., and as allowed under Public Act 123 of 1999 (as amended). No representation is made as to the status of taxes owed to any other governmental entity.

The county treasurer shall collect a fee for a certification under this subdivision in an amount equal to the fee payable under section 1(2) of 1895 PA 161, MCL 48.101 for a certificate relating to the payment of taxes under section 135 of the general property tax act, 1893 PA 206, MCL 211.135.

*Kenneth A. Coffman*