



# SANDSTONE CHARTER TOWNSHIP

7940 County Farm Rd, Parma, MI 49269  
Phone (517) 784-4712 FAX (517)874-2605  
email: assessor@sandstonetownship.org

Application Fee \$100

## LAND DIVISION APPLICATION

LD # \_\_\_\_\_ Date Fee Paid \_\_\_\_\_ Date Application Received \_\_\_\_\_

You MUST answer all questions and include all attachments or this application will be returned to you. You may mail, fax or bring in the application to the Township Office. The Township has 10 business days to notify you if the application is incomplete. Once the completed application is received, (with all attachments) the Township has 45 days to notify the applicant of approval or denial.

- \*\* All taxes for the entire current year must be paid on or before December 31st or the application cannot be approved.**
- \*\* 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.**
- \*\* This application MUST be accompanied by a survey and descriptions for EVERY NEW END RESULTING PARCEL before it can be approved.**
- \*\* 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, which ever comes first or a new application and application fee will be required.**

(Please Print)

### APPLICANT (if not the owner)

Is the applicant also the owner, yes or no? \_\_\_\_\_

If no, print applicants information here. If yes, you may skip APPLICANT and complete OWNER.

Applicant Name:

Phone:

Address:

City:

State:

Zip:

Email Address

### OWNER OF PARCEL

PARCEL ID Number \_\_\_\_\_

LOCATION of Parcel to be split:

Street Address of Parcel being split \_\_\_\_\_

Owner Name:

Phone:

Address:

City:

State:

Zip:

Email Address

**1. PROPOSAL:** Describe the division(s) being proposed.

- A. Number of New Parcels: (example, 1 parcel into 2, resulting in 2 new parcels) \_\_\_\_\_
- B. Intended Use (residential, commercial, agricultural 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.
  - A new private road or easement.
  - A recorded easement (driveway). (Cannot service more than one potential site).
- D. Attach a legal description of the proposed new road or easement.
- E. Attach legal description of each proposed new parcel and remaining parent parcel.

**2. FUTURE DIVISIONS** that might be allowed but not included in this application?

- A. The number of future divisions being transferred from the parent parcel to another parcel? \_\_\_\_\_
  - B. Identify the other parcel: \_\_\_\_\_
- (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.)

**3. PAST DIVISIONS**

**It is the applicant and/or owner's responsibility to provide the number of divisions (not line adjustments) to the township.**

How many divisions have been made since March 31, 1997? \_\_\_\_\_

**4. DEVELOPMENT SITE LIMITS** - Check each condition which exists on any part of the parent parcel.

- is riparian or littoral (is a river or lake front parcel).
- includes a wetland.
- includes a beach.
- is within a floodplain.
- 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.

**5. IMPROVEMENTS:** Describe any and all existing improvements (buildings, well, septic, etc.) which are on the parent parcel/s or indicate none (attach extra sheets if needed).

**6. ATTACHMENTS** (all attachments must be included). Letter each attachment as shown here.

- A. A survey, sealed by a professional surveyor of proposed division(s) of parent parcel. Survey *must* show all improvements.

The survey or map must show:

- (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), with complete legal descriptions of all **NEW** parcels, and
- (4) Dimensions of the proposed divisions, and
- (5) Existing and proposed road/easement rights-of-way, 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.), and**
- (8) Any of the features checked in question number 4.

- B. A soil evaluation or septic system permit for each proposed parcel prepared by the Health Department, or each proposed parcel is serviced by a public sewer system.

- C. An evaluation/indication of approval will occur or a well permit for potable water for each proposed parcel prepared by the Health Department. or each proposed parcel is serviced by a public water system.
- D. Indication of approval or permit from County Road Commission. MDOT. or respective city/village street administrator for each proposed new road or easement.
- E. A copy of any transferred division rights (§109(4) of the Act) in the parent parcel.
- F. Other (please list): \_\_\_\_\_

7. **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 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. Further, I agree to give permission for officials of the municipality, county, and the State of Michigan to enter the property where this parcel division is proposed for 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 laws are made.

**\*\* By signing this application, I understand that no division will be approved without the current year taxes paid by December 31st. I understand that this includes both the summer and winter taxes, regardless of what season the application is filed. I have attached a "Tax Certificate" from the Jackson County Treasurer for all parcels. I also understand that, REGARDLESS if there is a transfer of ownership or NOT, no division will be approved if a document such as a deed isn't registered at the Jackson County Register of Deeds within 90 days of the application approval or December 31st, which ever comes first. If a deed is not registered timely, a new application will be required and an additional application fee.**

PROPERTY APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE:

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**Zoning Administrator's Action:**

\_\_\_\_\_ Approved: Conditions, if any: \_\_\_\_\_

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

Signature and date: \_\_\_\_\_

**Assessor's Action:**

\_\_\_\_\_ Approved: Conditions, if any: \_\_\_\_\_

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

Signature and date: \_\_\_\_\_