

**BURLEIGH TOWNSHIP  
PARCEL DIVISION APPLICATION**

You **MUST** answer all questions and include all attachments, or this will be returned to you. **Bring or mail this form to:**

Timothy Krumm  
Burleigh Township Assessor  
290 N. Sand Lake Rd.  
National City, MI 48748  
(989) 218-1599

Approval of a division of land is required before it is sold, when a **new parcel is less than 40 acres** and not just a property line adjustment (Sec 102 e & f).

This form is designed to comply with Sec. 108 and 109 of the Michigan Land Division Act (formerly the subdivision control act P.A. 288 if 1967 as amended (particularly by P.A. 591 of 1996 and P.A. 1997, MCI 560 et.seq.) **(Approval of division is not a determination that the resulting parcels comply with other ordinances or regulations.)**

**1. LOCATION of PARENT to be split:** Address: \_\_\_\_\_ Road Name: \_\_\_\_\_

PARENT PARCEL IDENTIFICATION NUMBER: \_\_\_\_\_

Parent Parcel Legal Description (DESCRIBE OR ATTACH): \_\_\_\_\_

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**2. PROPERTY OWNER INFORMATION:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**3. PROPOSED DIVISION(S) TO INCLUDE THE FOLLOWING:**

A. Number of new Parcels: \_\_\_\_\_

B. Intended use (residential, commercial, etc.): \_\_\_\_\_

C. Each proposed parcel has a depth to width ration of not more than 4 to 1.

D. Each parcel has a width of \_\_\_\_\_ (not less than required by ordinance)

E. Each parcel has an area of \_\_\_\_\_ (not less than required by ordinance)

F. The division of each parcel provides access as follows: (check one)

Each new division has frontage on an existing public road. Road name: \_\_\_\_\_

Each new division has frontage on an existing private road. Road name: \_\_\_\_\_

A new public road, proposed road name: \_\_\_\_\_

A new private road, proposed road name: \_\_\_\_\_

G. Describe or attach a legal description of proposed new road, easement or shared driveway. \_\_\_\_\_

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H. Describe or attach a legal description of each proposed new parcel. \_\_\_\_\_

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4. **FUTURE DIVISIONS** being transferred from the parent parcel to another parcel. Indicate number transferred: \_\_\_\_\_ (See section 109 (2) of the Statute. Make sure your deed includes both statements as required in 109 (3 & 4) of the Statute.)

5. **DEVELOPMENT SITE LIMITS** (Check each which represent a condition which exists on the parent parcel:

<input type="checkbox"/> Waterfront property (river, lake, pond, etc.)	<input type="checkbox"/> Includes wetlands
<input type="checkbox"/> Is within a flood plain	<input type="checkbox"/> Includes a beach
<input type="checkbox"/> Is on muck soils or soils known to have severe limitations for on-site sewage system	<input type="checkbox"/> None of the above

6. **ATTACHMENT.** All the following attachments **MUST** be included. **Letter each attachment as shown:**

- A scale drawing that complies with the requirements of P.A. 132 of 1970 as amended for the proposed divisions(s) of the parent parcel showing:
  1. current 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 that is a development site to existing public utility facilities, and
  7. any existing improvements (buildings, wells, septic systems, driveways, etc.), and
  8. any of the features checked in question number 5.

7. **IMPROVEMENTS.** Describe any existing improvements (buildings, well, septic, etc., which are on the parent parcel or indicate none): \_\_\_\_\_

8. **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. **I understand this is only a parcel division which conveys only certain rights under the applicable local land division 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 and P.A. 87 of 1997, MCL 560.101 et.seq.) and does not include any representation or conveyance of rights in any other statute, build code, zoning ordinance, deed restrictions or other property rights.**

Finally, even if this division is approved, I understand 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 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: \_\_\_\_\_

*For office use only*

Reviewer's action: Total Fee \$ \_\_\_\_\_ Payable to Burleigh Township Check # \_\_\_\_\_

Signature: \_\_\_\_\_

Application Completed Date: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Denial Date: \_\_\_\_\_ Reasons for denial: \_\_\_\_\_