



APPLICANT CHECK LIST

The following must be included with the Land Division Application, prior to any review:

1. Completed and signed application.
2. A survey map prepared on a document no larger than 8 ½ x 14" by a land surveyor licensed by the State of Michigan of the proposed division of the parcel showing:
 - a. Current boundaries (as of March 31, 1997)
 - b. All previous divisions made after March 31, 1997 (indicate when made or none)
 - c. The proposed division(s)
 - d. Dimensions of the proposed divisions
 - e. Existing and proposed road/easements/rights of way and legal description
 - f. Easements for public utilities from each parcel to existing public utility facilities
 - g. Any existing improvements (building, wells, septic systems, driveway etc.)
3. Approval from the County Road Commission or MDOT for each proposed division.
(See attached Grand Traverse County Road Commission Application)
4. Approval from the Grand Traverse County Equalization Department for a new public/private road or easement name. (See attached Road Name Change Request Form)
5. A fee of _____ (make check payable to Acme Township) for each parcel division requested.

FEE SCHEDULE

1 Divisions	\$50.00
2-4 Divisions	\$75.00
5-10 Divisions	\$125.00
11 or more	\$175.00

There will be a 25% reduction in fee if both formulas are met.

Decisions rendered within 45 days after receipt of completed application.



LAND DIVISION APPLICATION

Complete the following:

1. Location of parent parcel to be split: _____
 Address: _____
 Parent Parcel ID No: _____
2. Property Owner Information
 Name: _____
 Address: _____
 City, State, Zip: _____ Phone: _____
3. Applicant (if not the property owner)
 Contact person's name: _____
 Business name: _____
 Address: _____
 City: _____ zip: _____
 Phone: _____ email: _____
4. 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 will be created to serve the proposed divisions
 Proposed road name: _____
 See County Equalization application!
- A new private road or easement will be created to serve the proposed divisions
 See County Equalization application!
- A recorded easement (driveway). (Cannot service more than one potential site)

5. Improvements: Describe any existing improvements (buildings, well, septic, etc.) which are on the parent parcel, or indicate name (attach extra sheets if needed): _____

6. **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 approval will be void. Further, I agree to comply with the conditions and regulations provided with this parent parcel division approval. Further, I agree to give permission for officials of the municipality, county and 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. 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). If this division is approved, I understand the 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 laws are made.

Property Owners Signature: _____ **Date:** _____