

LAND DIVISION AND COMBINATION INSTRUCTIONS

All Land Divisions/Combinations applications must comply with the Land Division Act, P.A. 288 of 1967 as amended by P.A. 591 of 1996 and by P. A. 87 of 1997.

INCLUDE WITH THE APPLICATION:

The applications must include proof of ownership or must include a brief letter signed by the owner giving the agent permission to divide or combine the property.

This application must include a Certificate of Survey or Map drawing of all new parcels created with legal descriptions included.

All property taxes and special assessments attributable to all properties, including delinquencies with proof of payment in full submitted to the Assessor's Office before land can be divided or combined. After approval, a new recorded deed of split parcels must be submitted.

Principle Residence Exemption Affidavit and Rescind form must be included where applicable.

LAND DIVISION REQUIREMENTS (this may not include all requirements)

The depth of the proposed parcels must not be more than four times the width. The frontage and lot area must be less than the zoning ordinance requirements. The resulting parcels must be accessible and not land locked. All combinations and divisions must comply with provisions of the land division act.

NOTIFICATION OF APPROVAL OR DISAPPROVAL

In receipt of a completed application, the Assessor will notify the applicant of approval or disapproval with in 45 days per MCL Sec.109 after filing of the proposed division with the designated township official if all the following requirements are met. Sec 64 any person who violates section 108,109, 109b, or the exempt split provision of section 103(1) and sells or aggress to sell a resulting parcel of land is responsible for the payment of a civil fine of not more than \$1,000 for each sold.

No splits or combinations will be processed after December 31st of any year.

PROCESSING OF THE LAND DIVISION/COMBINATION

If the application is approved, the request will be processed in the current year but will only have an effect on the following year's assessment and taxes. It is the responsibility of the applicant/owner of the Land Division Application to pro-rate any taxes for the current year.

APPLICATION FOR

LAND DIVISION/DESCRIPTION CORRECTION/LOT LINE ADJUSTMENT

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

ANY new splits/combinations a new deed or approved legal must be recorded with the County Register of Deeds per MCL 560.108(5)

Mail application, documentation and fee to:

CLEMENT TOWNSHIP

1497 E. M-30

Alger, MI 48610

Parent Parcel ID# _____

Number of Description Changes requesting: _____

Owner's Name: _____

Mailing Address: _____ State: _____ Zip: _____

Additional Name or Representative: _____

Phone Number: _____ Alternate number (if needed): _____

Legal description of new parcels(s): _____

20 ____ is the year that the new description and assessment will appear for the first time.

THE FOLLOWING ACTION IS REQUESTED BY APPLICANT:

____ Division ____ Combination ____ Plat ____ Description Correction ____ Master Deed

Location of Parent Parcel(s) (Tax ID numbers)

_____ Address: _____

_____ Address: _____

_____ Address: _____

_____ Address: _____

SPLIT/COMBINATIONS PROPOSAL:

Number of new parcels: _____

Intended Use: ____ Residential ____ Agricultural ____ Commercial ____ Industrial ____ Development

The parcel has frontage and is accessible by what roads or easement of record must be provided:

_____ New Road

_____ New private road or easement. Proposed new road name: _____

_____ New Address _____

_____ Recorded easement or driveway

******* Check ALL that Apply*******

_____ River or Lake Frontage _____ Severe limitations on site for sewage disposal

_____ Includes deep slopes more than 25% _____ Any abandoned wells, underground storage

_____ Includes beach area or water access _____ tanks or contaminated soil.

_____ Includes wetlands _____ Is within a flood plain area

FUTURE DIVISIONS that might be allowed but not included in this application _____

*******INCLUDED WITH APPLICATION MUST BE THE FOLLOWING*******

_____ Survey or Map must show proposed division(s) or combination(s) legal description and dimensions of all parcels involved and location of any buildings. Any new addresses for newly created parcels.

_____ Show set backs of all buildings on property lines.

_____ Provide legal description for any existing, proposed road/easement right-of-way's or shared driveways.

_____ Parent parcel map or survey with legal description and copy of field card.

_____ Approval of zoning, road frontage if needed.

_____ Any change of use approval if needed.

_____ Copy of any transferred division rights of the parent parcel if needed (excludes subdivisions)

****Copy of proof of payment of current taxes and any taxes that may have gone delinquent in prior years for all parcels involved.**

_____ Copy of proof of payment of any special assessments owing on any involved parcels.

***** Must Answer Yes or No (circle one) *****

Have included Principal Residence Exemption Form (PRE) affidavit and/or Rescind form
Or

_____ Will file with Assessor later.
(Single Family or Qualified Ag parcels only) _____ initials of property owner

The Principle Residence form must be filed for any new split or combination parcel number that the PRINCIPLE residence exemption will be applied to.

Assessor will not take responsibility if exemption form is not filed in a timely manner

**THIS SPLIT/COMBINATION/LOT LINE ADJUSTMENT
IS SUBJECT TO TOWNSHIP BOARD APPROVAL**

**Payable by check or money order.
This is a \$20.00 non-refundable fee
Made out to Clement Township**

PLEASE READ BEFORE SIGNING:

AFIDAVIT and permission for municipal, county and state officials to enter the property for any inspections necessary
I understand that any changes in the description of properties are made in accordance with the Land Division Act.

I understand that it is the sole responsibility of the applicant(s)/sellers and/or purchaser's of said property (ies) to verify the compliance of property with local zoning and or building codes and health department requirements.

I agree that the statements above are true and if found to be not true on this application and nay approval will be void. I further agree to give permission for the Officials of Clement Township, Gladwin County Officials not limited Equalization studies and analysis and the State of Michigan to give permission to enter the property where this parcel division is proposed for purposes of inspection to verify that the information on the application is correct.

Further, I understand that this is only a parcel division which conveys only certain rights under land division application, the Local Zoning Ordinance and State Land Division Act (formally the Subdivision Control Act, P.A. 288 of 1967m 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 stature, building code, zoning ordinance, deed restrictions or other property rights.

Finally, even if this division is approved, I understand, local ordinances and State Acts change and if changed the division made here must comply with the new requirements and apply for division again unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds or the division is built before the changes to laws are made.

****NOTE WHEN SIGNING THIS contract, YOU HAVE CONSENTED TO THE PROCESS OF COMPLETING THE COMBINATION/SPLIT PROCESS. No appeal process will occur for year that split or combination the year new parcels have been added to the assessment roll. Any reversal will not take place until a new application and fee and approval from assessor will take place until the following year.**

Property Owner Signature _____ Date: _____
Property Owner Signature _____ Date: _____

For office use only. **Date:** _____ **Received \$20.00**
Reviewer's action: Check # _____ Money Order: _____ Paid Cash _____
_____ Approved by: _____ Date: _____
_____ Reason Denied: _____ Date: _____
Signature of Reviewer: _____
Retired parcel ID#: _____

New parcel ID#: _____
New parcel ID# _____

Approval/Denial letter sent: _____