



# LAND DIVISION APPLICATION

You must answer all questions and include all attachments or the application will be deemed incomplete and returned to you. If you have questions, please contact the Spring Lake Township Building and Planning Department at 842-1340.

Name	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.) It does not purport, however, to meet all issues that a local unit may want to address.
Address	
City State Zip	

**1. LOCATION** of Parent Parcel to be divided:

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

Parent Parcel Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Legal description of Parent Parcel: (attach extra sheets if needed)

\_\_\_\_\_  
 \_\_\_\_\_

Township, City or Village name \_\_\_\_\_

**2. PROPERTY OWNER** (full name from Deed)

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Email address \_\_\_\_\_

**3. APPLICANT** (if **not** the Property Owner)

Contact Person's Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

**4. PROPOSAL** - 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 - proposed road name: \_\_\_\_\_  
 (road name cannot duplicate an existing road name)

A new private road or easement - proposed road name: \_\_\_\_\_  
 (road name cannot duplicate an existing road name)

A new shared residential driveway

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

\_\_\_\_\_

6. The number of Future Divisions being transferred from the Parent Parcel to another parcel? \_\_\_\_\_  
(Identify the other parcel) \_\_\_\_\_

(See Section 109(2) of the Act. Make sure your deed includes both statements as required in Section 109(3) and 109(4) of the Act). If a roadway maintenance agreement is required, provide a copy of that Agreement.

7. **DEVELOPMENT SITE.** Check each that represents a condition which exists on the Parent Parcel.

Any part of the parcel:

- Is in a DNR-designated critical sand dune area
- Is riparian or littoral (it is a river or lakefront parcel)
- Is affected by a Lake Michigan High Risk Erosion setback
- Includes a wetland
- Includes a beach
- Is within a flood plain
- 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 or onsite sewage systems
- Is known or suspected to have an abandoned well, underground storage tank or contaminated soils

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

\_\_\_\_\_ A. 1. A survey, sealed by a professional surveyor at a scale of \_\_\_\_\_ (insert scale) of proposed division(s) of Parent Parcel.

**The survey or map must show:**

- a. Dimensions of the proposed road/easement rights-of-way,
- b. Existing and proposed road/easement rights-of-way,
- c. Easements for public utilities from each parcel to existing public utility facilities, and any existing improvements (buildings, wells, septic system, driveways, etc.) and those within 50 feet of the proposed parcel lines.
- d. Date, north arrow and scale

\_\_\_\_\_ B. A copy of any transferred division rights [§109(4) of the Act] in the Parent Parcel, including the Notice to Assessor, as per State law.

\_\_\_\_\_ C. A fee of **\$100.00** per parcel

\_\_\_\_\_ D. Other (please list) \_\_\_\_\_

9. **IMPROVEMENTS:** Describe any existing improvements (buildings, well, septic, etc.) which are on the Parent Parcel, or indicate none (attach extra sheets if needed)

---



---



---

10. **RECORDING:** All approved land divisions must record documents for any ownership changes within 90 days of the approval with the Spring Lake Township Assessing office and/or officially with the Ottawa County Register of Deeds or the land approval will be null and void.

*I agree the statements made above are true, and if found not to be true this Application and any approval will be void. 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. 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.O. 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.*

*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.*

Property Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

----- DO NOT WRITE BELOW THIS LINE-----

\$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

**REVIEWER'S ACTION:**

**APPROVED** Conditions, if any \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DENIED** Reasons (cite §) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**DPW** \_\_\_\_\_ **Fire Chief** \_\_\_\_\_ **Building Official** \_\_\_\_\_