

Parent Parcel # 61-13 \_\_\_\_\_

Approval # \_\_\_\_\_

**CASNOVIA TOWNSHIP**  
**245 S. Canada Rd.**  
**Casnovia, MI 49318**  
**Phone (616)675-4064 Fax (616)675-5611**

**LAND DIVISION APPLICATION**

(Print or type answers)

This application must be submitted to the Township Zoning Administrator for the approval of any division of land within Casnovia Township. All items must be completed and all required attachments (survey, legal descriptions, proof of ownership, application fee, etc.) must be included for processing of this application. The Zoning Administrator shall approve or deny a proposed division(s) within 45 days after filing of a **complete application**.

*This form is designed to comply with Sec. 108 and 109 of the Michigan Land Division Act (PA 288 of 1967 as amended particularly by PA 591 of 1996 and PA 87 of 1997, MCL560.101 et. seq.)*

**LOCATION OF EXISTING PARCEL:**

Common Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent Parcel Number **61-13-** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Legal descriptions of the parent parcel and all proposed parcels must be attached to this application ( See Application Checklist for Required Attachments).**

**PROPERTY OWNER**

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant: ( if different than above) \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**LAND DIVISION REQUEST:**

Size of existing parcel that is being divided (sq. ft. or acreage): \_\_\_\_\_

Number of new lots created: \_\_\_\_\_

Existing Zoning District :  AG  R-1  R-2  R-3  C-1  I-1

Each parcel has width of: A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_

Each parcel has area of: A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_

**ACCESSIBILITY OF NEW PARCEL(S)**

Each new division has:

a. Frontage on an existing public road.

b. Frontage on a new or existing private road.  Private road name \_\_\_\_\_  
*(New private roads must meet Zoning Ordinance requirements.)*

c. Easement for private driveway.  (Attach legal description of easement)

**EXISTING STRUCTURES ON PARCEL(S)**

List all existing structures on properties (example: house, garage, accessory buildings):

A. \_\_\_\_\_ C. \_\_\_\_\_

B. \_\_\_\_\_ D. \_\_\_\_\_

All existing structures and the distance they are set back from property lines **must** be shown to scale on the property survey drawing.

**FUTURE LAND DIVISION RIGHTS & TRANSFERS**

Is the owner making all divisions that are allowed for the parent parcel? YES  NO   
(If yes, continue to next section.)

If not all divisions are being made, how many **remaining** divisions are allowed for the parent parcel?

(Enter Number here)

If there are remaining future divisions that may still be made, is the right to make future divisions being transferred from the parent parcel to any other parcel? YES  NO

If rights are being transferred, how many rights are transferring? List the number of divisions to be transferred to each new parcel:

LOT # or LETTER	NUMBER OF DIVISIONS TRANSFERRED

See Section 109(2) of the Statute. Make sure your deed includes both statements as required in 109 (3&4) of the Statute.

**DEVELOPMENT SITE LIMITS**

Do any special environmental conditions exist? Check each that apply:

- a. Frontage on a lake.
- b. Portion of parcel(s) on flood plain.
- c. Frontage on a river.
- d. Portion of parcel(s) designated as wetlands.

**PROPERTY TAXES AND ASSESSMENTS**

Have all due property taxes been paid? YES  NO

(This application will not be considered if there are unpaid or overdue property taxes.)

**PROPERTY OWNER CONSENT.**

*By signature attached hereto, I certify that the information provided within this application and accompanying documentation is, to the best of my knowledge, true and accurate. Further I agree to comply with the conditions and regulations provided with this parent parcel division. I authorize township, county or State of Michigan personnel to enter the property associated with this application for the purposes of conducting site inspections as needed. Finally, I understand this is only a parcel division which conveys only certain rights under applicable subdivision control act, PA 288 of 1967, as amended (particularly by PA 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 ordinance and the State Acts change from time to time and, if changed, the divisions made here must comply with new requirements (reapply for the 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 upon before the changes to laws are made.*

**This application, if approved, expires one (1) year from approval date if legal conveyance has not been properly recorded.**

1. \_\_\_\_\_  
Property Owner's Signature (Signature required)      Date \_\_\_\_\_

2. \_\_\_\_\_  
Property Owner's Signature (Signature required)      Date \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature      Date \_\_\_\_\_

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**TOWNSHIP USE ONLY**

Application Fee \$ \_\_\_\_\_ for first division+ \$ \_\_\_\_\_ for each additional resulting parcel.

Fee Paid: \$ \_\_\_\_\_      Cash       Check # \_\_\_\_\_

\_\_\_\_\_ Date Received      \_\_\_\_\_ Date Application Completed for review

\_\_\_\_\_ Date Approved by Reviewer      Approval # \_\_\_\_\_

Approved with following condition(s): \_\_\_\_\_

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

\_\_\_\_\_ Date Denied  
Denied for the following reason(s): \_\_\_\_\_

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

Sent To Applicant \_\_\_\_\_ To Assessor \_\_\_\_\_ To County \_\_\_\_\_

Reviewer's Signature \_\_\_\_\_

## ***LAND DIVISION APPLICATION CHECKLIST***

### **REQUIRED ATTACHMENTS**

All applications should include the following:

- A. A survey sealed by a professional surveyor of the existing parcel showing:
  - a. all proposed division(s) and the dimensions of each.
  - b. location of all existing and proposed roads, easements or driveways.
  - c. any existing structures or improvements (buildings, well, septic system, driveways etc.) on any proposed parcel(s).
  - d. any structures on adjacent properties located within 50 feet of any side or back lot line.
  - e. any of the features checked in the above DEVELOPMENT SITE LIMITS.
- B. Proposed legal descriptions for all proposed new parcels; and proposed roads, easements or driveways.
- C. Soil evaluation or Septic permit for any new proposed parcel one (1) acre or less.
- D. A well permit for each proposed parcel one (1) acre or less.
- E. An indication of access approval from either MDOT (State) or Muskegon County Road Commission for any proposed private road, easement or driveway.
- F. Proof of ownership by way of tax roll listing, property tax statement or copy of legal conveyance (deed, land contract).
- G. A copy of any reserved division rights (Sec. 109 (4) of Land Division Act) of parent parcel.