

**PALMYRA TOWNSHIP  
PARCEL DIVISION APPLICATION**

6490 PALMYRA RD.  
PALMYRA, MI 49268

*--- Please answer all questions and include all attachments. ---*

Mail to PALMYRA TOWNSHIP at the above address *or* contact Assessor Chris Renius at 734-347-8109.

If you have any questions or would like help with application, please contact Chris Renius for assistance.

**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).**

*(Approval of a 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:**

**PA0-** \_ \_ \_ - \_ \_ \_ - \_ \_ \_

Parent Parcel Legal Description (DESCRIBE OR ATTACH):

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

**2. PROPERTY OWNER INFORMATION:**

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

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

Phone (\_\_\_\_) \_\_\_\_\_ Zip Code: \_\_\_\_\_

**APPLICANT INFORMATION (if not owner)\*:**

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

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

Phone (\_\_\_\_) \_\_\_\_\_ Zip Code: \_\_\_\_\_

\*Please provide a signed document from the owner if you are applying on their behalf

**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 ratio of 4 to 1 or \_\_\_\_ to \_\_\_\_ as provided by ordinance.

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 \_\_\_\_\_

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

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

G. Attach a legal description of proposed new road, easement or shared driveway.

H. Describe or attach a legal description for 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:

\_\_\_ Waterfront property (river, lake, pond etc.)

\_\_\_ Includes wetlands

\_\_\_ Is within a flood plain

\_\_\_ Includes a beach

\_\_\_ Is on muck soils or soils known to have severe limitations for on-site sewage system

\_\_\_ Other

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

A. A scale drawing for the proposed division(s) of the parent parcel showing:

a. Current boundaries (as of March 31, 1997), and

b. All previous divisions made after March 31, 1997 (indicate when made or none), and

c. The proposed division(s), and

d. Dimensions of the proposed divisions, and

e. Existing and proposed road/easement right-of-way(s), and

f. Easements for public utilities from each parcel that is a development site to existing public utility facilities

g. Any existing improvements (buildings, wells, septic system, driveways, etc.)

h. Any of the features checked in question number 5.

B. Indication of approval, or permit from the appropriate county road commission, Michigan Department of Transportation or respective city/village street administrator, that a proposed easement provides vehicular access to an existing road or street meets applicable location standards.

C. A copy of any reserved division rights (sec. 109 (2) of the act) in the parent parcel.

D. A fee of **\$200.00**

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

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**8. Acknowledgment-**

The undersigned acknowledges that any approval of the within application is not a determination that the resulting parcels comply with other applicable ordinances, rules or regulations which may control the use or development of the parcels. It is also understood that ordinances, laws and regulations are subject to change and that any approved parcel division is subject to such changes that may occur before the recording of the division or the development of the parcels.

**Property Owner's Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_

*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 of 1967 as amended, particularly by P.A 591 of 1996 and PA 87 of 1997, MCL 560.101 et.seq.)*

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**--- PALMYRA TOWNSHIP OFFICE USE ONLY ---**

**APPROVED** \_\_\_\_

**DENIED** \_\_\_\_

**Assessors Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reasons for approval or denial:**

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**Total Fee \$** \_\_\_\_\_ **Check #** \_\_\_\_\_

**\*\*PLEASE TAKE NOTICE\*\***

**PA 23 OF 2019 REQUIRES THAT ALL LAND DIVISION APPLICATIONS BE ACCOMPANIED BY A CERTIFICATION FROM THE LENAWEЕ COUNTY TREASURER THAT CERTIFIES THAT THE 5 YEARS OF TAXES PRIOR TO THE YEAR IN WHICH THE LAND DIVISION APPLICATION IS MADE ARE PAID.**

**ATTACHED IS THE APPLICATION FOR THIS CERTIFICATION. PLEASE COMPLETE THE TOP PORTION IN ITS ENTIERTY AND PRESENT IT TO THE LENAWEЕ COUNTY TREASURERS OFFICE FOR COMPLETION. THE LENAWEЕ COUNTY TREASURER'S OFFICE IS LOCATED AT:**

**301 N. MAIN STREET  
ADRIAN, MI 49221  
517-264-4554**

**PLEASE BE SURE TO ATTACH THE LEGAL DESCRIPTION OF THE PARCEL THAT YOU ARE REQUESTING CERTIFICATION OF TO THE LAND DIVISION TAX PAYMENT CERTIFICATION FORM.**

**THE COMPLETED FORM IS TO BE SUMBITTED TO THE TOWNSHIP WITH THE COMPLETED LAND DIVISION APPLICATION.**

# LENAWEE COUNTY TREASURER



Marilyn J. Woods, Treasurer  
Erin Van Dyke, Deputy Treasurer

301 N. Main Street, Adrian, MI 49221  
p: 517-264-4554 | f: 517-264-4556  
lenawee.mi.us

## LAND DIVISION TAX PAYMENT CERTIFICATION FORM

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

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

Owner City, State, Zip: \_\_\_\_\_

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

Property City, State, Zip: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Attach a description of the parcel to be divided

### CERTIFICATION DENIED

The Lenawee County Treasurer's Office has found delinquent taxes on the parcel listed above and cannot issue a certification of tax payment.

Delinquent Taxes Owed: \_\_\_\_\_

### CERTIFICATION APPROVED

Pursuant to House Bill 4055, the Lenawee County Treasurer's Office certifies that all property taxes and special assessments due on the above parcel subject to the proposed division for the five years preceding the date of the application have been paid. This certification does not include taxes, if any, now in the process of collection by the City, Village or Township. **EXCEPTION: this certification being subject to any Board of Review, Tribunal, and/or Principal Residence Exemption Denial.**

### DATED ON OR AFTER MARCH 1, \_\_\_\_\_

The return of current year delinquent taxes are not available for examination.

Certified by: \_\_\_\_\_ Date Certified: \_\_\_\_\_

Certification Fee of \$5 collected: Check \_\_\_ Cash \_\_\_