

**Parma Township**  
**P O Box 51**  
**16407 Comdon Rd**  
**Albion MI 49224**  
**517-629-8277 fax 517-629-8265**  
**clerk@parmatwp.net**

Please return the completed application with all attachments to the above address. You must answer all questions and include all attachments or the application will be returned for completion.

1) Property ID \_ \_ \_ - \_ \_ - \_ \_ - \_ \_ - \_ \_

Address \_\_\_\_\_ Road \_\_\_\_\_

Legal description (can be found on tax bill):

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

2) Property Owner Information:

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

Mailing Address \_\_\_\_\_

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

3) Applicant Information (if not property owner)

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

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Email \_\_\_\_\_

4) Proposal:

(A) Number of new parcels (including original) \_\_\_\_\_

(B) Future use: Agr \_\_\_ Res \_\_\_ Com \_\_\_ Ind \_\_\_ Dev \_\_\_

(C) Each new division has frontage on:

\_\_\_\_\_ an existing public road

\_\_\_\_\_ a new dedicated public road (name) \_\_\_\_\_

\_\_\_\_\_ a new private road (name) \_\_\_\_\_

\_\_\_\_\_ an existing easement (cannot serve as a building site)

Please attach a copy of the private road (easement) maintenance agreement as presented to the affected adjoining property owners. This document must also be recorded with the Jackson County Register of Deeds acknowledging the responsibility of snow removal and road maintenance to the affected property owners and not the Township.

5) All applications must include:

1. A survey at a scale of 1:200 for each proposed division
2. Parent parcel number effective March 31, 1997
3. All approved and recorded divisions subsequent to 3-31-1997
4. Legal description of proposed new access (to be recorded)
5. A copy of all transferred division rights (if applicable) Sec 109(4)
6. A fee of \$75.00 for the first division and \$50.00 for each additional division on the same application. For example, 1 (one) division creating 2 (two) separate legal descriptions equals a fee of \$125.00
7. Copy of paid current property tax statement
8. Tax certification statement from the Jackson County Treasurer's Office
9. Other (please list) \_\_\_\_\_

6) Future divisions that might be allowed but are not included in this application \_\_\_\_\_

Number of divisions being transferred from the parent parcel to another parcel \_\_\_\_\_

---

See Sections 109(2), 109(3) and 109(4) of the Land Division Act. Make sure your deed includes both statements as required by Statute

---

Affidavit of Owner/Applicant

I agree that the statements made in this application are true.

I understand that approval of a division is required before any division can occur and approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations of Parma Township, Jackson County, or the State of Michigan. I acknowledge the resulting parcels may not be eligible for building permits and that Parma Township, its officers, employees and agents are not liable if a building permit is not issued for reasons set forth in Sec 109a of the Land Division Act.

I further understand that I am responsible for the payment of all taxes, either delinquent or current before the proposed division can occur.

Signature \_\_\_\_\_, Owner Date \_\_\_\_\_  
\_\_\_\_\_, Agent Date \_\_\_\_\_

Do not write below this line \_\_\_\_\_

Application received by \_\_\_\_\_ Date \_\_\_\_\_

Fee paid \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Application # \_\_\_\_\_

Number of divisions allowed by Statute \_\_\_\_\_ + (bonus) \_\_\_\_\_ Total \_\_\_\_\_  
Number requested \_\_\_\_\_

Date of Division meeting \_\_\_\_\_ Posted on \_\_\_\_\_ By \_\_\_\_\_

Final Determination: 1. Division(s) Approved \_\_\_\_\_ with condition \_\_\_\_\_  
\_\_\_\_\_

2. Division(s) Denied \_\_\_\_\_ Reason \_\_\_\_\_  
\_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_