

Parcel Land Division Application Instructions

Please complete EACH STEP before turning in the paperwork to the Township.

- APPROVAL of a land division is required BEFORE it is sold, when the new parcel is less than 40 acres and not just a property line adjustment.**
- ALL LAND DIVISIONS REQUIRE A SURVEY.**
- THE SURVEY MUST BE RECORDED AT THE BAY COUNTY REGISTER OF DEEDS OFFICE AT 515 CENTER AVE. #102, BAY CITY, MICHIGAN. (989) 895-4228.**
- ALL PAPER WORK MUST BE BROUGHT TO THE TOWNSHIP ASSESSOR.**
- ALL QUESTIONS MUST BE ANSWERED COMPLETELY.**
- FOR THE APPLICATION TO BE REVIEWED:**
 - ALL REQUIRED DOCUMENTS MUST BE ATTACHED AND**
 - THE APPLICATION IS TO BE SIGNED BY THE PROPERTY OWNER**
- When returning the application to the Township for review it MUST be accompanied with the APPLICATION FEE. (Total number of parcels after division times \$50.00 = *Application Fee*. Minimum Fee is \$100.00).**
- Please make checks payable to: *Frankenlust Township Treasurer*. We do not accept debit or credit cards.**

PARCEL DIVISION APPLICATION

When this application is completed and all required documents are attached, return to:

**Reviewing Agent, Frankenlust Township
2401 Delta Road, Bay City, MI 48706-9340
PH: (989)686-5300 FAX: (989)686-5370**

1. PROPERTY OWNER INFORMATION:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

2. APPLICANT INFORMATION (If not the property owner)

Contact Person's Name: _____

Business Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

3. PARENT PARCEL INFORMATION:

Address: _____ All Taxes Paid To Date: _____

Parent Parcel Number: 09-030-_____ Size of Parcel: _____

Do you own other parcels of land that are next to the parcel being split? Yes ___ No ___ If yes, list the Property

Identification Number 09-030-_____ Total Number of Parcels After Division: _____

4. FUTURE DIVISIONS (THAT MIGHT BE ALLOWED BUT NOT INCLUDED IN THE APPLICATION)

Total Number of Future Divisions: _____

Number of Future Divisions being Transferred from the Parent Parcel to Another Parcel: _____

Identify the Parcel(s) to which they are being Transferred: _____

5. DEVELOPMENTS SITES ONLY

Number of New Parcels that are Intended for Building Development:

6. SURVEY/MAP MUST INCLUDE THE FOLLOWING ITEMS AND ACCOMPANY THIS APPLICATION:

- _____ Accurate legal description for the Parent Parcel and each New Parcel.
- _____ Boundaries & dimensions of the Parent Parcel as of March 31, 1997.
- _____ Boundaries & dimensions of all previous divisions made after March 31, 1997.
- _____ Existing & Proposed public utility easements.
- _____ Location of existing buildings, driveways and septic fields.

7. AFFIDAVIT & PERMISSION TO ENTER THE PROPERTY FOR INSPECTIONS.

I AGREE THE STATEMENTS MADE ABOVE ARE TRUE, AND IF FOUND NOT TO BE TRUE, THIS APPLICATION AND ANY APPROVAL WILL BE VOID. FURTHER, I AGREE TO COMPLY WITH THE CONDITIONS AND REGULATIONS PROVIDED WITH THIS PARENT PARCEL DIVISION. FURTHER, I AGREE TO GIVE PERMISSION FOR OFFICIALS OF FRANKENLUST TOWNSHIP, BAY 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 AGREEABLE WITH THE APPLICANT. FINALLY, I UNDERSTAND THIS IS NOT 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, 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 ORDINANCES AND STATE ACTS CHANGE FROM TIME TO TIME, AND IF CHANGED, THE DIVISION 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 REGISTER OF DEEDS WITHIN 90 DAYS AFTER THIS APPLICATION IS APPROVED OR THE DIVISION IS BUILT UPON BEFORE THE CHANGES TO LAWS ARE MADE.

PROPERTY OWNER'S

SIGNATURE: _____ **Date:** _____

Witness: _____ **Witness:** _____

8. SPECIAL ASSESSMENT INFORMATION.

What Special Assessments are due on the original parcel? **TRASH** **SEWER** **WATER**

Which parcel is responsible for these current assessments?

9. REVIEWER'S ACTION

Date Complete Application Received:

Fee Amount \$ _____ Receipt # _____ Application # _____

Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.

_____ Approved Conditions, if any:

_____ Denied Reason for Denial:

IF APPROVED, APPROVAL IS VALID FOR 90 DAY'S FROM DATE BELOW.

SIGNATURE: _____ **DATE:** _____