

**ADAMS TOWNSHIP  
LAND DIVISION & LOT LINE ADJUSTMENT APPLICATION**

*Zoning approval must be acquired before filing this application and attached hereto.*

You MUST answer all questions *and* include all attachments *or this will be returned to you.*

Mail Complete Application to:	Contact Information:
Quality Assessing Services PO Box 548 Spring Arbor, MI 49283	Jason Yoakam, Township Assessor Phone: 517-250-7382 Email: <a href="mailto:Jason@qualityassessing.com">Jason@qualityassessing.com</a>

**\*\*\*Emailed requests need to be in .pdf format, no pictures of documents please\*\*\***

Approval of a division of land is required before it is sold, when the new parcel is less than 40 acres and not just a property line adjustment (§102 e & f). This form is designed to comply with §108 and §109 of the Michigan Land Division Act, formally the Subdivision Control Act, PA 288 of 1967, as amended (particularly PA 591 of 1996 and PA 87 of 1997, MCL 560 et seq.) **Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.**

**1. LOCATION of parent parcel to be split:**

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

Parent parcel number: 30-08- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 6-2

Legal description of Parent Parcel (attach extra sheets as needed): \_\_\_\_\_

**2. PROPERTY OWNER Information:**

Name: \_\_\_\_\_ phone: (\_\_\_\_) \_\_\_\_\_

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

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

**3. PROPOSAL: Describe the division(s) being proposed:**

A. Number of new Parcels \_\_\_\_\_ (This should include parcel(s) retained by owner)

B. Intended use (i.e. residential, commercial, etc.) \_\_\_\_\_

C. Each proposed parcel has a depth to width ratio of not greater than 4 : 1.

D. Each parcel has a width of not less than Res=150 ft, Ag=200 as required by ordinance.

E. Each parcel has an area of not less than Res=1 acre, Ag=2 acres as required by ordinance.

F. 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 name: \_\_\_\_\_  
(Road name can't duplicate existing road)

\_\_\_\_\_ A private road or easement, proposed road name: \_\_\_\_\_  
(Road name can't duplicate existing road)

\_\_\_\_\_ A recorded easement (driveway)

G. Write here, or attach, a legal description of the proposed new road, easement or shared driveway  
attach Extra sheets if needed \_\_\_\_\_

H. Write here, or attach, a legal description for each proposed new parcel, including any remainder parcel.  
(attach extra sheets if needed):

4. NUMBER of future divisions being transferred from the parent parcel to another? \_\_\_\_\_  
Identify the other parcel: \_\_\_\_\_ (See §109(2) of the Statute.  
Make sure your deed includes both statements as required in §109(3) and §109(4) of the Statute.)

5. ATTACHMENTS (all attachments **MUST** be included) Letter each attachment as shown here.
- (A.) A scale drawing that complies with the requirements of PA 591 of 1996 as amended for the proposed division(s) of the parent parcel showing:
    - (1) current **boundaries** and
    - (2) all previous divisions **made after** March 31, 1997 (indicate when made **or none**), and
    - (3) the proposed division(s) and
    - (4) **dimensions** of the proposed divisions, and
    - (5) **any existing improvements** (buildings, wells, septic system, driveways, etc), and
    - (6) proof of fee ownership (**deed of original parcel**)
  - (B.) A **certificate from the County Treasurer** that complies with the requirement of PA 23 of 2019, establishing all property taxes and special assessments due on the parcel or tract subject to the proposed division have been paid for 5 years preceding the date of the application.
  - (C.) Indication of approval, or **permit from Hillsdale County Road Commission**, or respective street administrator, that a proposed easement provides vehicular access to an existing road or street, meets applicable location standards. (driveway permit) (if applicable)
  - (D.) A copy of any transferred division rights (§109(2) of the Act) of the parent parcel. (Form L-4260a)
  - (E.) A fee of \$25.00 per resulting parcel (including remainder parcel), **made payable to Quality Assessing Services**.  
Amount \$ \_\_\_\_\_

6. IMPROVEMENTS Describe any existing improvements (buildings, well, septic, etc.) that are on the parent parcel or indicate none. \_\_\_\_\_

7. 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. Finally, even if this division is approved, I understand 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*For office use only – REVIEWER'S* action: TOTAL \$ \_\_\_\_\_ Receipt \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
or check# \_\_\_\_\_

**Approved:** Conditions if any: \_\_\_\_\_

**Denied:** Reasons  
(cite§): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Public Act 87 of 1997 §(2) further states: The municipality or county approving a proposed division resulting in a parcel less than 1 acre in size and its officers and employees are not liable if a building permit is not issued for the parcel for the reasons set forth in this section. A notice of approval of a division resulting in a parcel of less than 1 acre in size shall include a statement to this effect.