

SAGE TOWNSHIP LAND DIVISION/BOUNDARY ADJUSTMENT APPLICATION

Township Board Adopted April 14, 2021

COMPLETED APPLICATIONS FOR REVIEW SHALL BE SUBMITTED TO:

SAGE TOWNSHIP ASSESSOR OR ZONING ADMINISTRATOR

1831 PRATT LAKE RD

GLADWIN, MI 48624

sageassessor@yahoo.com

****A LAND DIVISION APPROVAL DOES NOT GUARANTEE ANY OR ALL NEW PARCEL(S) WILL BE BUILDABLE****

INCOMPLETE APPLICATIONS ARE NOT ACCEPTED

Please note that all questions and attachments must be completed. Incomplete applications will not be processed and will be returned to the applicant. Approval of a division of land is required before it is sold, when the new parcel created is less than 40 acres and not just a property line adjustment. {See Michigan Land Division Act (formerly the subdivision control act, PA.288 of 1967), as amended (particularly by PA 591 of 1996), MCL 560.101 et.seq.}. This form is designed to comply with applicable local zoning, land division ordinances and 109 of the Michigan Land Division Act (formerly the subdivision control act, PA.288 of 1967, as amended (particularly by PA 591 of 1996), MCL 560.101 et.seq.

1. PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

2. APPLICANT INFORMATION

(Attach the property owner a Letter of Authorization, Power of Attorney form, or other documentation of authorization.)

Applicant is property owner.

Name: _____

Relationship to owner: _____

Address: _____

Phone Number: _____

Email Address: _____

3. PROPERTY TO BE DIVIDED/ADJUSTED INFORMATION

A. Parent Parcel Number: 26-120-_____

Write or attach the legal description of parent:

B. Number of New Parcels: _____

C. Intended use (Residential, Commercial, Agricultural, etc.) _____

D. The Division/Adjustment of the parcel will provide access to an existing public road by:

___ Each new division has frontage on an existing public road.

___ A new public road, proposed road name: _____

___ A new private road, proposed road name: _____

___ A recorded easement (Driveway, note: road name(s) cannot duplicate an existing road name.)

(Attach a legal description of the proposed new road, easement or shared driveway.)

E. Is the parcel or any portion of the parent parcel in the Farmland Preservation Program (PA 116)? _____

If so, need to provided paperwork for release

F. Are there any mortgages or liens on the parent parcel? _____

• Lender name or type of lien _____

4. DIVISIONS (N/A for Boundary Adjustments)

- _____ Number of divisions available with/without bonuses.
- _____ Number of previously used divisions.
- _____ Number of Divisions used at this time.
- _____ Number of Future Divisions.

(See section 109(2) of the Land Division Act. Make sure your deed includes both statements as required in section 109(3) and 109(4) of the Act.

5. DEVELOPMENT SITE LIMITS

- _____ The parcel is riparian or littoral (it is a river or lake front parcel)
- _____ Any part of the parcel includes a wetland.
- _____ Any part of the parcel includes a beach.
- _____ Any part of the parcel is within a flood plain.
- _____ Any part of the parcel includes slopes more than 25% (a 1:4 pitch or 14' angle) or more.

6. ATTACHMENTS (All attachments must be included)

- _____ Survey completed within the prior 6-months showing each proposed division, legal descriptions of each, all easements to each parcel, all current buildings and setbacks, roads, rivers/lakes, and any other outstanding feature. Hand-drawn, not to scale, or other drawings are not accepted as replacements for a survey.
- _____ Copy of warranty deed showing proof of ownership.
- _____ Copy of completed Gladwin County Treasurer Land Division Tax Certification Form, as required by MCL 506.109 (1)(b)(i)(i)
- _____ Short letter giving township personnel permission to enter the property for inspection purposes (does not include permission to enter buildings).
- _____ Application fee as detailed in the Township Answer Form (page 4).

7. IMPROVEMENTS: (Describe any existing improvements (buildings, well/septic, shed) which will be located on the newly created parcels.)

8. NOTICES AND ADVISEMENTS – (All must be initialed by the property owner)

- _____ New parcel numbers will be assigned upon a completed division.
- _____ If a Principal Residence Exemption is applied to the parent parcel, the qualifying owner will need to refile for the new parcel number(s) that are assigned and qualify under MCL 211.7cc.
- _____ Upon approval of the application, the division will be completed by the appropriate office and the parcel number(s) will be activated for the following year assessment roll. Mid-year land divisions and boundary adjustments will not be processed. All billing of tax bills for the current year will be issued on the parent parcels.
- _____ The information requested on this application is not inclusive. At any time during the approval phase, additional information/documentation may be required. Without the additional requested documents, the approval is considered PENDING. If the application is incomplete, notice will be sent, and a \$25.00 additional fee may be charged.
- _____ The only official approval is WRITTEN. The owner acknowledges that any verbal communications are NOT binding. The ONLY official approval will be mailed to the owner of record only. The owner will need to forward the approval notice to the applicable agencies.

9. PROPERTY OWNER ACKNOWLEDGEMENT:

I agree that the statements made above are true to the best of my understanding. If found to not be true, this application and any approval will be void. I understand that it is my responsibility to ensure and provide proof that all aspects of the Michigan Land Division Act and local ordinance have been strictly followed prior to submitting this application.

I agree to comply with conditions and regulations provided in the Michigan Land Division Act concerning this division and have followed all such regulations and conditions in submitting this application regarding number of divisions and future rights to divide all parcels. Further, I agree that both parent and child parcels do and will comply with any other local or state regulations, statutes and ordinances currently in place and that this division does not include any representation or conveyance of rights in any other statute, ordinance, deed restriction or other property rights.

I agree that any outstanding special assessments will remain with the parent parcel and that future special assessment adjustments could be applied to one or all the divisions. If approved, I agree to register this division with the Gladwin County Register of Deeds within 90 days of approval.

Signature of applicant _____ **Date** _____

THIS PAGE TO BE COMPLETED BY SAGE TOWNSHIP OFFICIALS

PARENT PARCEL(S): _____

CHILD PARCEL(S): _____

Accepted for review by: _____

Date of acceptance: _____

Date division must be approved or denied (date of acceptance + 45 days) _____

Division meets all current zoning standards (as identified on Addendum) _____

For Land Divisions and Boundary Adjustments, a non-refundable fee of \$ _____ for each newly created parcel has been paid by the applicant and a receipt for such payment has been issued (re-assigning of a parcel number to the parent remainder is considered a new parcel). Y/N _____ Date Paid: _____

After reviewing, it is the determination of the Township of Sage, under the authority granted by the various statutes of the State of Michigan, and ordinances which currently exist concerning the regulation of land divisions and boundary adjustments, that the requested land division or boundary adjustment described in this application has been:

APPROVED: _____ **DENIED:** _____

If denied, reason for denial:

Special instructions to property owner:

Signature of reviewing official: _____ **Date:** _____

Title of reviewing official: _____

Sage Township Board approval: _____ **Date**

Addendum – Zoning Information

****It is the applicant’s responsibility to have this portion of the application completed by the local zoning official****

Zoning Administrator – Mike Stumpfig, (989) 426-4884

To be completed by the Zoning Official:

Parent Parcel Number: _____

Owner Name: _____

Current Zoning Category: _____

Minimum Land Width: _____

Minimum Land Area: _____

Minimum Frontage (if any): _____

Improvements meet setback (if applicable): _____

The zoning department acknowledges that the information contained above is accurate and true to the best of their ability. The signature below and review of this application is not for zoning compliance. The use of this form is for determining the zoning category and regulated minimum areas and widths for land division approval purposes. This is not a review for compliance with the zoning ordinance or any other ordinances adopted by any local agencies.

Zoning Administrator Signature: _____

Date: _____