

LAND DIVISION APPLICATION

1. SUMMIT TO THE ASSESSORS OFFICE.
2. FEE WITH APPLICATION IS \$50.00
3. FEE TO NEWAYGO COUNTY TREASURE IS \$5.00

APPLICATION MUST BE COMPLETE WITH NEW LEGAL DESCRIPTIONS FOR ALL DIVISIONS.



County of Newaygo Land Division & Combination Application

The applicants must answer ALL questions and include ALL attachments, or this form will be returned without consideration.

1. **NAME OF TOWNSHIP** where parcel to be split/combined is located: _____
2. **OWNERS NAME & ADDRESS INFORMATION**
List names of ALL owners of parent parcel(s) to be split/combined:

Owners Address: _____
City: _____ Owners State: _____ Zip Code: _____
Owners Phone: _____ Owners Email: _____
3. **ADDRESS OF PROPERTY:** _____
4. **PARENT PARCEL NUMBER:** _____

5. **LEGAL DESCRIPTION OF PARENT PARCEL** (attach extra pages if necessary)
6. **PROPOSED LAND DIVISION INFORMATION:**
 - a. Number of new parcels being requested: _____
 - b. Intended use (residential/agricultural/etc.): _____
 - c. Access from each new parcel will be (must check all that apply)
Frontage on an Existing Road (per local Zoning Ordinance requirements) _____
 New Public Road – If checked, New Public Road Name: _____
 New Private Road – If checked, New Private Road Name: _____
 Recorded Easement – If checked, Easement Libre/Page: _____
Road or Easement Description: _____
7. **DEVELOPMENT SITE LIMITS** (check each which represents a condition which exists on the parent parcel)
 waterfront property (river, lake, pond, etc,) includes wetlands
 within a flood plain includes a beach
 is on muck soil or soils known to have severe limitations for on-site sewage.

8. FUTURE DIVISION RIGHTS AND TRANSFERS:

- a. Is the owner making all divisions that are allowed for the parcel? Yes: ___ No: ___
- b. If all divisions are not currently being made, how many remaining divisions are allowed for the parent parcel? ___
Enter number of remaining divisions: ___
- c. If there are remaining future divisions that may still be made, is the right to make future divisions being transferred from the parent parcel to any other parcel? Yes: ___ No: ___
- d. If rights are being transferred, how many rights are transferring? ___
Enter number of transferring divisions: ___

9. PROPERTY TAXES AND ASSESSMENTS: Have all due property taxes and any due installments of special assessments on parcel been paid? Yes: ___ No: ___

TAX CERTIFICATION REQUIREMENT: Official tax certification signed by the County Treasurer and Township is required to complete any land division/combination.

10. REQUIRED ATTACHMENTS TO THE LAND DIVISION & COMBINATION APPLICATION: The following items must be attached to proceed with the review of this application. If any needed items are not attached, the application will be returned without consideration. **(Please use the following as a checklist.)**

___ **TAX CERTIFICATION:** A tax form signed by Township & County Treasurer.

___ **LEGAL DESCRIPTIONS:** A complete and accurate legal description of each new proposed land division/combination of the parent parcel (including a new description for the remaining parent parcel), and each new proposed easement, road, or shared driveway is required.

___ **Attached LEGAL DESCRIPTIONS** for all new parcels and the remaining parent parcel.

___ **MAP OF PROPOSED LAND DIVISIONS:** An accurate legal description of all the proposed divisions/combinations, however, shall always be required.

A **survey** is required for land divisions and must describe the following information:

1. The boundaries of the parent parcel as it existed.
2. The location of the proposed division(s) line(s).
3. The dimensions of the proposed divided parcels.
4. The location of existing and any proposed roads, driveways, and/or easements.
5. The location of any existing or proposed easements for public utilities from each parcel to existing public utility facilities.
6. Any existing improvements such as buildings, wells, septic systems, drives, garages, etc.

Does the survey or site plan map meet these requirements above? Yes: ___ No: ___

___ **MAP OF PROPOSED COMBINATION ONLY:** Maps drawn to scale will be acceptable.

11. STATEMENT OF OWNERS:

- I (we) agree that the statements made above are true, and if found not to be true, this application and any approval based upon this application will be void.
- I (we) agree to comply with the conditions and regulations applicable to this application and applicable to the parent parcel division.
- I (we) hereby give permission for officials of the Township to enter the property at reasonable times where the parcel division is being proposed for purposes of inspection to verify that the information on the application is correct.
- I (we) further understand that any approval granted by the Township with respect to this Land Division/Combination Application applies only to the Township's Land Division Ordinance, the Township's Zoning Ordinance, and the State of Michigan Land Division Act (formerly the Subdivision Control Act) as amended.
- I (we) understand that approval of this Land Division/Combination Application does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights. Finally, even if this application is approved,
- I (we) understand that zoning, local ordinances, and State Acts change from time to time, and if changed, the divisions made here must comply with any applicable new requirements unless deeds, land contracts, leases, or surveys representing the approved divisions are recorded with the Register of Deeds for Newaygo County, or the division is built upon before the changes to such ordinances or laws are made.
- I (we) understand that is the policy of Newaygo County not to process midyear land divisions/combinations and that the new parcels will not be entered onto the tax roll until the following calendar year.

12. SIGNATURES:

Owner: _____ Name Printed: _____ Date: _____
Owner: _____ Name Printed: _____ Date: _____
Owner: _____ Name Printed: _____ Date: _____
Owner: _____ Name Printed: _____ Date: _____

This Section for Official Use Only

____ Survey Received ____ Legal Description Received ____ Tax Certification Received

Date Received: _____ Received By: _____

Payment \$ _____ Receipt/Check #: _____ Received on _____

Zoning Approval: _____ Date: _____

Land Division/Combination Official Approval: _____ Date: _____



Jason O'Connell
 County of Newaygo
 Office of the Treasurer
 P.O. Box 885, White Cloud, MI 49349
 Phone: 231.689.7230

Land Division Tax Payment Certification Form

Name: _____ Phone: _____

Owner Address: _____

Owner City, State, Zip: _____

Property Address: _____

Property City, State, Zip: _____

Parcel ID Number: _____

Certification Fee \$5.00

Please attach a legal description of the parent parcel/parcels to be divided/combined.
 *Splits and Combinations are only processed June - December each year.

CERTIFICATION – Proof of local tax payment or verification from Treasurer

CERTIFICATION DENIED

The Newaygo 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 PA 23, the Newaygo 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 includes taxes, if any, now in the process of collection by the City, Village or Township Treasurer. This does not cover taxes during March Settlement by Cities, Village, or Townships. A Certification Fee of \$5.00 is due and payable to Newaygo County Treasurer, P.O. Box 885., White Cloud, MI 49349.

Certified by: _____ Date Certified: _____