



5245 N. M-18
PO Box 606
Roscommon, MI 48653
P: 989-275-8232 | F: 989-275-4860

Land Division and
Platted & non-Platted Subdivision
Lot Split/Combination

Fee Schedule

All Fees are Non-Refundable

Exempt Splits \$75.00 per parent parcel \$25.00 per child
Partitioning or splitting of a parcel or tract of land that does not result in 1 or more parcels less than 40 acres or equivalent and is accessible.

Land Division \$100.00 per parent parcel \$25.00 each created child parcel
One or more parcels or tracts of land less than 40 acres.

Platted Subdivision \$50.00 per split \$50.00 per combination
Lot splits in platted subdivisions are restricted (per PA 288 of 1967, 560.104 and 560.263) and are also subject to South Branch Township Ordinances.

Non-Platted Subdivisions NO FEE for combination of this type
Parcels or tracts of land that are not in a platted subdivision.

Applications must be submitted 31 days prior to the regularly scheduled Township Board Meeting at which the application is expected to be reviewed.

Applicants may request a special meeting if seeking approval before the 31 day timeframe. All costs incurred for a special meeting will be paid by the applicant requesting the special meeting.

www.southbranchtownship.com

Crawford County - South Branch Township

Land Division Application Requirements

The following is a checklist of items that must be provided along with a completed application.

1. Provide proof that current owner has land division rights.
 - Township to review property file to determine if current owner has land division rights.

2. Provide proof of ownership of subject parcel proving the property was legally in existence March 31st, 1997. I.e.
 - Copy of deed of ownership,
 - or**
 - An abstract of title,

3. Three copies of a tentative parcel map drawn to scale showing the following:
 - Parcel lines with dimensions
 - Utility easements
 - Location of structures showing dimensions from parcel lines.
 - The means of egress for each & the means of egress for each resulting parcel.
 - Each resulting parcel must be drawn to scale and include the following:
 - Date, North arrow, scale, Name of person or firm responsible for preparation of parcel map.
 - Location of public or private roadway access.
 - Location of any existing driveway or easement within each resulting parcel. If and existing or proposed easement is located on a resulting parcel, you must provide a copy of an instrument describing such easement.

4. Required approvals:
 - Letter of approval from the Crawford County Commission that the proposed or existing driveway meets all location standards.
 - Approval from the Zoning Administrator that the parcels meet current requirements.

5. Other documentation to provide:
 - Include copies of paid tax receipts for the parent parcel or tract.
 - Include legal descriptions for the parcel or tract and the resulting child parcels.
 - Completed application for Land Division.

6. South Branch Ordinance 18 requirements completed within 180 days recorded with county register of deeds:

- A survey shall be recorded (stamped original)
- A legal description or deeds describing the resulting parcel(s)
- Showing proof of above recordings with the Administrator
- Date to be completed, 180 days from date of approval by South Branch Township Board. ____/____/____
- Deed or instrument shall contain rights to make further divisions.
- Provide proof that property is serviced by a completed public or private road.

SOUTH BRANCH TOWNSHIP LAND DIVISION APPLICATION

Bring or Mail application to: South Branch Township,
5245 N. M-18, P.O. Box 606
Roscommon Michigan, 48653

Alternatively, applications may be emailed to the attention of the South Branch Township Assessor at
assessor@southbranchtownship.com

Approval of a division of land is required before it is sold, when a *new parcel is less than 40 acres and not just a property line adjustment (Sec 102 e & f)*

This form is designed to comply with Sec. 108 and 109 of the Michigan Land Division Act (formerly the subdivision control act P.A.288 of 1967 as amended particularly by P.A 591 of 1996 and PA 87 of 1997, MCL 560.101 et.seq.)

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

1. LOCATION of PARENT to be split:

Address: _____

PARENT PARCEL IDENTIFICATION NUMBER: _____

Parent Parcel Legal Description: (DESCRIBE OR ATTACH)

2. PROPERTY OWNER INFORMATION:

Name(s): _____ Mailing Address: _____

Phone (_____) _____ Zip Code: _____

3. PROPOSED DIVISION(S) TO INCLUDE THE FOLLOWING:

A. Number of new Parcels _____

B. Intended use (residential, commercial, etc.) _____

C. Each proposed parcel, has a depth to width ratio of 4 to 1 as provided by ordinance.

D. Each parcel has a width of _____ (not less than required by ordinance)

E. Each parcel has an area of _____ (not less than required by ordinance)

F. The division of each parcel provides access as follows: (check one)

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

___ A new public road, proposed road name: _____

___ A new private road, proposed road name: _____

G. Describe or attach a legal description of proposed new road, easement or shared driveway.

H. Describe or attach a legal description for each **proposed new parcel**.

4. FUTURE DIVISIONS being transferred from the parent parcel to another parcel.

Indicate number transferred _____

(See section 109 (2) of the Statute. Make sure your deed includes both statements as required in 109 (3 & 4) of the Statute.)

5. DEVELOPMENT SITE LIMITS: (Check each which represent a condition which exists on the parent parcel)

- _____ Waterfront property (river, lake, pond etc.) _____ Includes wetlands
- _____ Is within a flood plain _____ Includes a beach
- _____ Is on muck soils or soils known to have severe limitations for on site sewage system

6. ATTACHMENTS - All the following attachments **MUST** be included. Letter each attachment as shown:

- A. A scale drawing for the proposed division(s) of the parent parcel showing:
 - 1) current boundaries (as of March 31, 1997), 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) existing and proposed road/easement right-of-way(s), and
 - 6) easements for public utilities from each parcel that is a development site to existing public utility facilities, and
 - 7) any/all existing improvements (buildings, wells, septic system, driveways, etc.)
 - 8) any/all of the features checked in question number 5.
- B. Indication of approval, or permit from the appropriate county road commission, Michigan Department of Transportation or respective city/village street administrator, that a proposed easement provides vehicular access to an existing road or street meets applicable location standards.
- C. A copy of any reserved division rights (sec. 109 (2) of the act) in the parent parcel.
- D. A fee of \$ _____

7. IMPROVEMENTS – Describe any existing improvements (buildings, well, septic, etc., which are on the parent parcel or indicate none): _____

8. 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. It is also understood that 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 Fee \$ _____ **Check #** _____ **Date Paid:** _____

Signature: _____ **Application Completed Date:** _____

Action: *Approved* *Denied*

Action Date: _____ **Reasons for denial** _____

see attached