

City of Milan  
147 Wabash St.  
Milan, MI 48160  
(734)439-0580

Number of splits allowed by Statute \_\_\_\_\_ Parcel # \_\_\_\_\_  
Number of splits requested: \_\_\_\_\_ Name: \_\_\_\_\_  
Control No: \_\_\_\_\_ Date: \_\_\_\_\_

### LAND DIVISION APPLICATION

You **MUST** answer all questions and include all attachments, or this will be returned to you. Bring or mail to: Karen Page, Assessor, City of Milan

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. On the lines below, fill in where you want this form sent, when the review is completed.

NAME: \_\_\_\_\_

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, P.A. 591 of 1996.) MCL 560.101 et. seq.

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

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

Address: \_\_\_\_\_ Road Name: \_\_\_\_\_

Parent Parcel No. \_\_\_\_\_ Map Page: \_\_\_\_\_ Map ID: \_\_\_\_\_

Legal description of Parent Parcel (attach extra sheet if necessary) \_\_\_\_\_

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**2. PROPERTY OWNER** Information: (must provide proof of ownership- deed -land contract)

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_ Road Name: \_\_\_\_\_

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

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**3. APPLICANT** information (if not property owner)

Contact Person's Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

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

A. Number of new parcels \_\_\_\_\_

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

C. 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 road name: \_\_\_\_\_

(Road name cannot duplicate an existing name)

\_\_\_\_\_ A new private road 66 feet in width, for one or more buildable lot(s) proposed road name: \_\_\_\_\_

(Road name cannot duplicate an existing name)

\_\_\_\_\_ A recorded easement (driveway). (Not less than 24 feet in width.(Which does not create a buildable lot.)

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

E. Attach a legal description for each proposed new parcel and the remaining portion of the parent parcel.

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5. A. Number of future divisions that could be allowed, but are not allowed, and are not included in this application?  
# of divisions \_\_\_\_\_

B. The number of future divisions being transferred from the parent parcel to another parcel? \_\_\_\_\_  
Identify the other parcel(s): \_\_\_\_\_

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

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6. **DEVELOPMENT SITE LIMITS:** Check each that represents a condition which exists on the parent parcel of any part of the parcel:

- \_\_\_\_\_ is riparian or littoral (it is a river or lake front parcel)
- \_\_\_\_\_ includes a wetland
- \_\_\_\_\_ includes a beach
- \_\_\_\_\_ is within a flood plain
- \_\_\_\_\_ includes slopes more than twenty five percent (a 1:4 pitch or 14° angle) or steeper
- \_\_\_\_\_ is on muck soils or soils known to have severe limitation for on site sewage systems
- \_\_\_\_\_ is know or suspected to have an abandoned well, underground storage tank or contaminated soils

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7. **ATTACHMENTS:** (All attachments **must** be included). Letter each attachment as shown here.

A. 1. A survey, sealed by a professional surveyor at a scale of no less than 1"=200' of proposed division(s) of parent parcel;

**OR** 2. A map/drawing to scale of no less than 1"=200', of proposed division(s) of parent parcel **and waive the 45 day time limit by signing here:** Signature: \_\_\_\_\_

The survey or map must show

- (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 rights-of-way, and
- (6) easements for public utilities from each parcel to existing public utility facilities, &
- (7) any existing improvements (buildings, wells, septic system, driveways..) &
- (8) any of the features checked in question number 6

B. A soil evaluation or septic system permit for each proposed parcel of less than one acre prepared by the Health Department, or an indication that approval will occur for service by "unbuildable" and the following phrase must be included as part of the legal description on the deed or land contract. "It has been determined and agreed to that the hereto described property is to be forever considered to be an unbuildable site as is defined by the City of Milan Land Division Ordinance."

Owners signature of agreement: \_\_\_\_\_ Dated: \_\_\_\_\_

C. An evaluation/indication that approval will occur for service by a public water system, or a well permit for portable water if public water is not available, **for each proposed parcel**, if building construction is intended. **Otherwise** attach a letter of agreement that the divided parcel is "unbuildable" and the following phrase must be included as part of the legal description on the deed or land contract. **"It has been determined and agreed to that the hereto described property is to be forever considered to be an unbuildable site as is defined by the City of Milan Land Division Ordinance."**

Owners Signature of Agreement: \_\_\_\_\_ Date: \_\_\_\_\_

- \_\_\_\_\_ D. Indication of approval, or permit from County Road Commission, MDOT, or Zoning Administration for each proposed new road, easement or shared driveway.
- \_\_\_\_\_ E. A copy of any transferred division rights (§109(4)of the Act) in the parent parcel

- \_\_\_\_\_ F. A fee of \$\_\_\_\_\_
- \_\_\_\_\_ G. Release from County Drain Commissioner (unless waived)
- \_\_\_\_\_ H. Proof of ownership or letter of authorization as agent.
- \_\_\_\_\_ I. Proof that all taxes and/or special assessments are paid to current status.

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**IMPROVEMENTS:** Describe any existing improvement (buildings, well, septic, etc.) which are on the parent parcel or indicate none (attach extra sheets if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**AFFIDAVIT and PERMISSION** for municipal, county and state officials to enter the property for inspections:

**I hereby agree** that 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 condition and regulations provided with the parent parcel division.

**Further,** I agree to give permission for officials of the municipality, 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 of the application is correct at a time mutually agreed with the applicant.

**Further,** I understand this is 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 (formerly the Subdivision Control Act P.A. 288 of 1967, as amended (particularly by P.A. 591 of 1996), MCL 560.101 et.seq.) and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

**Further,** I understand that all existing special assessments will remain with the parent parcel or may be paid in full before the land division is approved. I also understand, that taxes will not be prorated by the Treasurers office.

**Finally,** even if this division is approved, I understand zoning, local ordinances and State Acts change from time to time, and if changed the divisions made here must comply with the new requirements unless deeds, or the division is built upon before the changes to the law are made. (If the above is not accomplished I realize there will be a need for the land division to be processed again.)

**Property owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

**Reviewer's Action:** \_\_\_\_\_ Total \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

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

**Denied:** \_\_\_\_\_ Reasons: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

STAFF NOTE: if this portion of the application is blank, see the attached review sheets.