

**BOARDMAN TOWNSHIP
KALKASKA COUNTY,
MICHIGAN
Parcel Division
Application**

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

Bring or mail to: Boardman Township Clerk
PO Box 88
South Boardman, MI 49680
Telephone (231) 369-3336
Clerk@Boardmantownshipmi.net

Approval of a division of land or combination is required before it is sold or leased for more than one year, or building development is planned, when the new parcel is less than 40 acres and not just a property line adjustment.

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

Name

Address

City

State

Zip Code

1. LOCATION of parcel(s) to be split or combined:

Parcel 1

Address: _____

Parcel Tax Number: 40-____-____-____-____

Legal description of parcel (attach extra sheets if needed):

Parcel 2

Address: _____

Parcel Tax Number: 40-____-____-____-____

Legal description of parcel (attach extra sheets if needed):

If additional parcels to combine, please attach extra sheets and provide same information as above.

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2. PROPERTY OWNER information:

Name: _____ Phone: (____) ____-_____
Address: _____
City: _____ State: _____ Zip Code: _____

3. APPLICANT information (if not the property owner):

Name: _____ Phone: (____) ____-_____
Business Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Relation to Property Owner: _____

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

- A. Number of resulting parcels: _____
- B. Intended use (residential, commercial, etc.): _____
- C. The division/combination provides access to an existing public road by:
(check one)
 - ___ Each new division/combination has frontage on an existing public road.
 - ___ A new public road. Proposed road name (cannot duplicate an existing public road): _____. Attach a copy of County Planning Commission approval.
 - ___ A new private road, or easement. Proposed road name (cannot duplicate an existing public road): _____. Attach a copy of County Planning Commission approval.
 - ___ A recorded easement (driveway) (cannot service more than two parcels).
- D. Write here, or attach, a legal description of any proposed new road, easement, or driveway: _____

- E. Write here, or attach, a legal description of each resulting parcel: _____

5. FUTURE DIVISIONS

- A. The number of future divisions that might be allowed, but are not included in this application: _____.
- B. The number of future divisions being transferred from the parent parcel to another parcel: _____.
- C. Identify the other parcel: _____.

**See Section 109(2) of the Michigan Land Division Act. Make sure your deed includes both statements as required by Sections 190(3) and 109(4) of the Act.*

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6. ENVIRONMENT - Check each of the following which represent a condition which exists on the parent parcel:
- the parcel is riparian or littoral (it is a river or lakefront 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% or steeper (a 1:4 pitch)
 - the parcel is on muck soils or soil known to have sever limitation for on-site sewage systems
 - the parcel is known or suspected to have an abandoned well, underground storage tank, or contaminated soils
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 the proposed division(s)/combination(s) of the parent parcel.
- OR**
2. A map/drawing drawn to scale of the proposed division(s)/combination(s) of the parent parcel.
- The survey or map must show:
- (1) current boundaries, and
 - (2) the proposed division(s)/combination(s), and
 - (3) dimensions of the proposed divisions/combination(s), and
 - (4) existing and proposed road/easement right-of-way(s), and
 - (5) easements for public utilities from each parcel to existing public utility facilities, and
 - (6) any existing improvements, and
 - (7) any of the features checked in question number 6.
- B. An indication of approval; or permit from the Kalkaska County Road Commission, or MDOT, for each proposed new road, easement or driveway.
- C. Copy of Kalkaska County Planning Commission or Boardman Township Board approval of a public/private road or easement, if applicable.
- D. Copy of Boardman Township Board approval of a split of a lot in a subdivision, if applicable.
- E. Certification from the Kalkaska County Treasurer that all due and payable taxes or installments of special assessments pertaining to the land proposed to be divided are paid in full.
- F. A copy of any transferred division rights (Section 109(4) of the Act) in the parent parcel.
- G. A non-refundable application fee of \$150.00, plus a fee of \$50.00 for each

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parcel that will result from the division or combination. If application fee is paid by personal check, application approval is subject to check clearance. By Township Resolution, fees may be reduced if the transferee is an immediate family member of the transferor **and** if appropriate deed restrictions prohibit future transfers of the parcel in question to non-family members.

H. Other attachments (list): _____

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

9. **DEVELOPMENT SITES** (see notice on Page 5) - Please answer the following questions:

- A. Does any resulting parcel have, or is any resulting parcel intended for, building development? ____ Yes ____ No
- B. If yes to 9(A), is all building development for agricultural or forestry use? ____ Yes ____ No
- C. If no to 9(B), for each parcel that is a development site, attach a survey or map of the proposed division(s)/combination(s) showing adequate easements for public utilities from each resulting parcel to existing public utility facilities.

10. **AFFIDAVIT and permission for municipal, county and state officials to enter the property for inspections:**

I agree 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 conditions and regulations provided with this parent parcel division or combination. Further, I agree to give permission for officials of Boardman Township, Kalkaska County, and the State of Michigan to enter the property where this parcel division or combination is proposed for purposes of inspection to verify that the information on the application is correct at a time mutually agreed with the applicant.

If this is a parcel division, 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. If this is a parcel combination, I understand this is only a parcel combination which conveys only certain rights under the applicable local land division ordinance and the local zoning ordinance, and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

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Finally, even if this division or combination is approved, I understand zoning, local ordinances and state laws change from time to time, and if changed, the divisions or combinations made here must comply with the new requirements (apply for division/combination approval again) unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds or the division/combination is built upon before the changes to laws are made.

Date: _____
Property Owner's Signature

Date: _____
Applicant's Signature

DO NOT WRITE BELOW THIS LINE:

Reviewer's action: TOTAL \$ PAID: _____ RECEIPT# _____

_____ **Approved:** Conditions, if any: _____

_____ **Denied:** Reasons (cite*): _____

Signature and date: _____

***NOTICE:** IF A PARCEL RESULTING FROM A DIVISION IS **LESS THAN ONE (1) ACRE IN SIZE**, A BUILDING PERMIT SHALL NOT BE ISSUED FOR THE PARCEL UNLESS THE PARCEL HAS ALL OF THE FOLLOWING:

- (1) Public water or city, county, or district health department approval for the suitability of on-site water supply under the same standards as set forth for lots under rules described in Section 105(g) of the Statute; and.
- (2) Public sewer or city, county, or district health department approval for on-site sewage disposal under the health department standards as set forth for lots under rules described in Section 105(g) of the Statute.