

Somerset Township
 12715 E. Chicago Rd
 P.O Box 69
 Somerset Center, MI,49282
Phone: 1 (517)-688-9223
Fax: 1 (517)-688-9132

Received:

APPLICATION FOR LAND DIVISION / COMBINATION / ALTERATION

Applicant Information <small>(owner Authorization Required)</small>		Owner Information (If Different)	
Name:		Name:	
Address:		Address:	
City, State, Zip:		City, State, Zip:	
Phone #:	E-Mail Address:	Phone #:	E-Mail Address:

PROPERTY INFORMATION	
Property Address:	Property ID #:
Total Acreage:	Property ID #:
	Property ID #:
Subdivision (If Applicable):	Property ID #:

THE FOLLOWING ACTION IS HEREBY REQUESTED BY THE APPLICANT: (PLEASE CHECK ALL APPLICABLE BOXES)

DIVISION / SPLIT
 COMBINATION
 PLAT

MASTER DEED
 BOUNDARY TRANSFER
 DESC. CORRECTION

Please note that the attached "Application Check-list" must be completed, signed, authorized and submitted along with this application before anything will be processed.

Applications approved after May 15th, will be processed after the July 1st tax bills are paid in full.
 Applications approved after October 15th, will be processed after the current year winter tax bills are paid in full.
 All current and prior taxes must be paid upon date of application, or this application will not be processed.

Resulting Parcels	RATE
1ST	\$60.00
2-4 (ADDITIONAL)	\$20.00
5+	\$10.00

Units	RATE
1ST	
2-4 (ADDITIONAL)	
5+	

Applicant Signature _____ Title (Owner/Agent/Other) _____ Date _____

 This section is for Official Use Only

	<u>DATE</u>	<u>SIGNATURES</u>
Zoning Administrator's Action <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A	_____	_____
Assessor's Action <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A	_____	_____
Township Board Action <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A	_____	(ATTACH MINUTES FOR FILE)

MCL 560.109 (1) A municipality shall approve or disapprove a proposed division/combination/transfer within 45 days after the filing of a complete application for the proposed division with the assessor or other municipality designated official.

APPLICANT CHECK LIST

- Copy of Receipt **Application Fee Paid**
- Copy of Receipt **Address Fee Paid** (If Necessary)
- A-1 Parent Parcel Property Survey / Description**
Including: (Existing Property Configurations Labeled as A-1, B-1, C-1,...)
Legal descriptions should be labeled in similar manner
Parcel dimensions, tax ID #'s, addresses and roads
Buildings and land improvements - (locations & setbacks)
Area calculations should clearly reflect gross, net, actual and proposed
County drains, floodways & floodplains, utility & access easements and ROW's
- A-2 Child Parcel Property Survey / Descriptions**
Including: (New property configurations labeled as A-2, B-2, C-2...)
Legal descriptions should be labeled in a similar manner
Parcel dimensions, addressed and roads
Building and land improvements - (locations & setbacks)
Area calculations should clearly reflect gross, net, actual and proposed
County drains, floodways & floodplains, utility & access easements and ROW's
- Revised Forms **P.R.E - Principle Residence Exemptions Forms**
Be aware that PRE's are specific to the parcel numbers.
If the original parcel numbers change, the applicant is responsible to
RESCIND the parent (old) number, and file a new form using the child
(new) parcel number(s).
- Copy of Receipt **Proof of Paid Taxes / Special Assessments**
A certificate from the county treasurer that complies with PA 23 of 2019.
Establishing all property taxes/special assessments are paid for the
prior 5 years to this date on the application.
- Copy **Release of Lien from Mortgage Company**
- Deed **Proof of Ownership or Letter of Authorization** (If requested)

Please note that the applicant or authorized representative must sign below to acknowledge that the requirements listed on this check list have been satisfied.

The owner/applicant understands that any pro-rated assessed value and taxable values established by the assessor are for the purpose of allocating the proportionate share of the current year values for the following year.

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Signature

Date

Title (Owner/ Agent)