

**FAYETTE TOWNSHIP  
LAND DIVISION APPLICATION**

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

Charles English, Township Assessor 517-849-2351 or 517-930-5420  
6300 Noburn Way  
Lansing, MI. 48911

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 (102 e&f). This form is designed to comply with §108 and §109 of the Michigan Land Division Act, formally the Subdivision Control Act, PA 288 of 1967, as amended (particularly PA 591 of 1996 and PA 87 of 1997. MCL 560 et seq.) **Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.**

Name
Address
City, State, Zip

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

Address: \_\_\_\_\_  
Parent Parcel Number: 30-06-\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - 3  
Legal Description of Parent Parcel (attach extra sheets as needed): \_\_\_\_\_  
Township, City or Village Name: \_\_\_\_\_

**2. PROPERTY OWNER INFORMATION:**

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Road Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

**3. APPLICANT INFORMATION (if not the property owner):**

Contact Person's Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Road Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

**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 road name.)
  - \_\_\_\_\_ A new private road or easement, proposed road name: \_\_\_\_\_  
(Road name cannot duplicate an existing road name.)
  - \_\_\_\_\_ A recorded easement (driveway). (Cannot service more than one potential site.)

**4A.** Write here, or attach, a legal description of the proposed new road, easement or shared driveway (attach extra sheets if needed): \_\_\_\_\_

**4B.** Write here, or attach, a legal description for each proposed new parcel (attach extra sheets if needed): \_\_\_\_\_

**5A.** FUTURE DIVISIONS that might be allowed but not included in this application? \_\_\_\_\_

**5B.** The number of future divisions being transferred from the parent parcel to another parcel? \_\_\_\_\_  
Identify the other parcel: \_\_\_\_\_  
(See section 109(2) of the Statute. Make sure your deed includes both statements as required in section 109(3) and 109(4) of the Statute.)

6. DEVELOPMENT SITE LIMITS: Check each that represents a condition which exists on the parent parcel. Any part of the parcel:
- is in a DNR-designated critical sand dune area.
  - is riparian or littoral (it is a river or lake front parcel).
  - is affected by a Lake Michigan High Risk Erosion setback.
  - 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 limitations for on site sewage systems.
  - 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 \_\_\_\_\_ (insert scale), of proposed division(s) of parent parcel;
  - OR** 2. A map/drawing drawn to scale of \_\_\_\_\_ (insert scale), or proposed division(s) of parent parcel of the 30 day time limit is waived: 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 right-of-way, and
    - (6) easements for public utilities from each parcel to existing public utility facilities, and
    - (7) any existing improvements (buildings, wells, septic systems, driveways, etc.)
    - (8) any of the features checked in question number 6.
  - B. A soil evaluation or septic system permit for each proposed parcel prepared by the Health Department, or each proposed parcel is serviced by a public sewer system.
  - C. An evaluation/indication of approval will occur, or a well permit for potable water for each proposed parcel prepared by the Health Department, or each proposed parcel is serviced by a public water system.
  - D. Indication of approval, or permit from County Road Commission, MDOT, or respective city/village street administrator, 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 \$40.00 for the first split and \$20.00 for each additional split. **Make payable to Fayette Township.**
  - G. Other (please list) \_\_\_\_\_

8. IMPROVEMENTS Describe any existing improvements (buildings, well, septic, etc.) which are on the parent parcel or indicate none (attach extra sheets in needed). \_\_\_\_\_

9. 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. 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 on the application is correct at a time mutually agreed with the applicant. Finally, 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.

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

Property Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE:**

REVIEWER'S ACTION: TOTAL \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

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

Denied: Reasons (cite §): \_\_\_\_\_

Signature and date: \_\_\_\_\_

## NOTICE TO ASSESSOR OF TRANSFER OF THE RIGHT TO MAKE A DIVISION OF LAND

*Issued under authority of Land Division Act (P.A. 288 of 1967 as amended by P.A. 87 of 1997) . Filing is mandatory.*

This form must be filed by an owner of a parent parcel or parent tract of land when the owner creates a parcel from the parent parcel or parent tract and transfers the right to make a further division to the owner of the created parcel. This form must be filed within 45 days of the transfer of the right to make a division. This form must be filed with the assessor of the city or township where the property is located.

1. Street Address of Parent Parcel or Parent Tract	2. County	4. Date of Transfer of Right to Make a Division
3. City/Township/Village Where Real Estate is Located		<p><b>PIN</b>, this number ranges from 10 to 25 digits. It usually includes hyphens and sometimes includes letters. It is on the property tax bill and on the assessment notice.</p>
<input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		
5. Property Identification Number (PIN) of Parent Parcel or Parent Tract. If you don't have a PIN, attach legal description.		
6. Name of Owner of Parent Parcel or Parent Tract	Address of Owner of Parent Parcel or Parent Tract	
7. Property Identification Number (PIN) of Created Parcel if PIN has already been assigned.		
8. Name of Owner of Created Parcel	Address of Owner of Created Parcel	

**THE FOLLOWING QUESTIONS MUST BE ANSWERED.**

1. Did the parent parcel or parent tract have any unallocated divisions under the Land Division Act, P.A. 288 of 1967, MCL 560.101 to 560.293? Check appropriate box below:

YES

NO

If the YES box was checked, go to question 2. If the NO box was checked, go to question 3.

2. How many unallocated divisions did the parent parcel or parent tract have prior to this transfer?

Enter number here \_\_\_\_\_.

3. Were there any unallocated divisions transferred to the newly created parcel?

YES

NO

If the YES box was checked, go to question 4. If the NO box was checked, go to the signature area of the form.

4. How many unallocated divisions were transferred to the newly created parcel? Enter number here \_\_\_\_\_.

**CERTIFICATION**

I certify that the information above is true and complete to the best of my knowledge.

Signature of Owner of Parent Parcel or Parent Tract	Date	If Signer is other than the owner, print name and title
---	------	---

## INSTRUCTIONS

This form must be filed by an owner of a parent parcel or parent tract of land when the owner creates a parcel from the parent parcel or parent tract and transfers the right to make a further division(s) to the owner of the created parcel.

Example: The owner of a parent parcel 10 acres in size is selling off a created parcel 2 1/2 acres in size. In this example the 10 acre parent parcel qualifies under the Land Division Act to make four (4) divisions before platting is required. Therefore, two (2) more divisions may be made before platting is required.



The owner of the parent parcel who sold the 2 1/2 acre parcel can keep the authority to make two (2) additional divisions or may convey the authority to make one or both of the additional divisions to the owner of the created parcel.

If the owner of the parent parcel conveys the authority to make one or both additional divisions to the owner of the 2 1/2 acre created parcel, this form (L-4260a) must be filed with the local assessor within 45 days of that action.

**This form must also be filed when the owner of a parent parcel or parent tract conveys the parent parcel or parent tract, and also transfers the right to make further divisions to the new owner of the parent parcel or parent tract.**

**For more information about the Land Division Act, you may contact the Subdivision Control Section of the Department of Consumer and Industry Services at (517) 334-7750.**

### Excerpt from P.A. 87 of 1997

Sec. 109(2) The right to make divisions exempt from the platting requirements of the act under section 108 and this section can be transferred, but only from a parent parcel or parent tract to a parcel created from that parent parcel or parent tract. A proprietor transferring the right to make a division pursuant to this subsection shall within 45 days give written notice of the transfer to the assessor of the city or township where the property is located on the form prescribed by the state tax commission under section 27a of the general property tax act, P.A. 206 of 1893, MCL, 211.27a. The state tax commission shall revise the form to include substantially the following questions in the mandatory information portion of the form:

(a) "Did the parent parcel or parent tract have any unallocated divisions under the land division act, P.A. 288 of 1967, MCL 560.101 to 560.293? If so, how many?"

(b) "Were any unallocated divisions transferred to the newly created parcel? If so, how many?"