

# PITTSFORD TOWNSHIP LAND DIVISION APPLICATION

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

Mail to: Chris Renius  
PO Box 111  
Ottawa Lake, MI 49267

Phone # 734-347-8109

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.**

## 1. PROPERTY OWNER Information:

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

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

## 2. LOCATION of parent parcel to be split:

Address: \_\_\_\_\_

Parent parcel number: 30-13- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ -7-1

Attach a copy of proof of fee ownership (copy of warranty deed or completed land contract, not a quit claim deed)

## 3. ATTACHMENTS (all attachments **MUST** be included) Letter each attachment as shown here.

A. \_\_\_\_\_ A scale drawing (aerial with overlay can be purchased from Hillsdale County Equalization & Land Information) that complies with requirements of PA 59 of 1996 as amended for the proposed division(s) of the parent parcel **showing:** 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) with dimensions each one outlined in a different color and
- 4) highlight remaining parcel, after division
- 5) **any existing improvements** (buildings, wells, septic system, driveways, etc), and

B. \_\_\_\_\_ Driveway approval, or permit from **Hillsdale County Road Commission**, or  
\_\_\_\_\_ Has existing approved driveway or \_\_\_\_\_ No egress onto public road.

C. \_\_\_\_\_ A copy of any transferred division rights (§109(2) of the Act) of the parent parcel.  
**(L-4260a enclosed)**

D. \_\_\_\_\_ A **certificate from the County Treasurer** that complies with the requirement of PA 23 of 2019, establishing all property taxes and special assessments due on the parcel or tract subject to the proposed division have been paid for 5 years preceding the date of the application.

E. \_\_\_\_\_ A fee of \$150 dollars for division and \$50 for each additional division.  
Make check payable to: **Pittsford Township**

F. \_\_\_\_\_ Other (please list) \_\_\_\_\_

## 4. IMPROVEMENTS Describe any existing improvements (buildings, well, septic, etc.,)

\_\_\_\_\_

## 5. PROPOSAL: Describe the division(s) being proposed:

A. \_\_\_\_\_ Number of new Parcels

- B. \_\_\_\_\_ Intended use (i.e. residential, commercial, etc) \_\_\_\_\_
- C. \_\_\_\_\_ Each proposed parcel, if 10 acres or less, has a depth to width ratio not greater than 4 to1)
- 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. Write here or attach a legal description for EACH proposed new parcel (attach extra sheet if necessary)

\_\_\_\_\_

\_\_\_\_\_

G. Write here or attach a legal description for the remaining parent parcel (attach extra sheet if necessary)

\_\_\_\_\_

\_\_\_\_\_

**6. NUMBER** of future divisions being transferred from the parent parcel to another? \_\_\_\_\_  
 Identify the other parcel: \_\_\_\_\_ (See §109(2) of the Statute. Make sure your deed includes both statements as required in §109(3) and §109(4) of the Statute.) **(see 3.c of this application)**

**7. 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. Finally even if this division is approved, I understand ordinance, laws, zoning, 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 \_\_\_\_\_ (initial after reading.)

\_\_\_\_\_  
 PROPERTY OWNER SIGNATURE DATE

**Public Act 87 of 1997** §(2) further states: The municipality or county approving a proposed division resulting in a parcel less than 1 acre in size and its officers and employees are not liable if a building permit is not issued for the parcel for the reasons set forth in this section. A notice of approval of a proposed division resulting in a parcel of less than 1 acre in size shall include a statement to this effect.  
 \_\_\_\_\_ (initial after reading.)

**FOR OFFICE USE ONLY- DO NOT WRITE BELOW LINE**

FEE \_\_\_\_\_ CHECK# \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

\_\_\_\_\_ APPROVED (LDA) conditions if any: \_\_\_\_\_

\_\_\_\_\_ DENIED for reason of: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 Land Division Agent

NOTES: \_\_\_\_\_

COPIES TO:  
 TWP CLERK Date: \_\_\_\_\_  
 COUNTY EQUALIZATION Date: \_\_\_\_\_  
 APPLICANT Date: \_\_\_\_\_