

Springvale Township
Land Division Application

Background & Definitions:

Pursuant to the Springvale Township Land Division Ordinance, land in Springvale Township shall not be Divided or Reconfigured without the prior review and approval of the Springvale Township Assessor, except in the following circumstances:

- A. A parcel proposed for subdivision through a recorded plat pursuant to the Land Division Act.
- B. An exempt split, being one that does not result in one or more parcels less than 40 acres or the equivalent, is not subject to approval so long as the resulting parcels are accessible.
- C. A Division of a parcel or tract that is not accessible if it only results in parcels of 20 acres or more in size and specific criteria are a met.

NOTE: If your proposed land division meets the requirements to be exempted from approval, please complete and file the “Notice of Exempt Split” form with the township assessor.

“Development Site” is defined as any parcel or lot on which exist or which is intended for building development other than the following:

- (i) Agricultural use involving the production of plants and animals useful to humans, including forages and sod crops; grains, feed crops and field crops; dairy and dairy products; poultry and poultry products; livestock, including breeding and grazing of cattle, swine, and similar animals; berries; herbs; flowers; seeds; grasses; nursery stock; fruits; vegetables; Christmas trees; and other similar uses and activities.
- (ii) forestry uses involving the planting, management of harvesting of timber.

“Public utility” is defined as all persons, firms, corporations, copartnerships, or municipal or other public authority providing gas, electricity, water, steam, telephone, sewer, or other services of a similar nature.

Instructions:

- 1) Complete the attached Springvale Township Land Division Application.
- 2) Gather the necessary documents. See attachments list in Section 7 of the application.
- 3) Submit the application and attachments to the Springvale Township Assessor via mail, email, or hand delivery.

NOTE: Answer all questions and include all attachments, or your application will be returned to you as incomplete.

Assessors Contact Information:

Mailing Address: 8198 Mitchell Rd, Petoskey, MI 49770
Email Address: assessor@springvaletownship.org
Phone Number: 231-487-2456 (call or text)

Processing:

- 1) Upon receipt of a Land Division Application it will be reviewed for completeness.
- 2) Incomplete applications may be returned to the applicant.
- 3) If supporting documentation is missing, the applicant will be notified and provided with a list of missing documents.
- 4) Complete applications will be approved, approved with conditions, or disapproved within 45 days of receipt.
- 5) Applicant will be notified of the decision and if disapproved, the reason for the disapproval.

Springvale Township
Land Division Application

1. **Parent parcel(s) to be divided or reconfigured:**

Address: _____

Parent parcel number(s): ___ - ___ - ____ - ____ - ____
 ___ - ____ - ____ - ____ - ____
 ___ - ____ - ____ - ____ - ____
 ___ - ____ - ____ - ____ - ____

2. **Property owner information:**

Name: _____

Phone: (___) ___ - ____

Email: _____

Mailing Address: _____

3. **Applicant information** (if not the property owner, please provide proof of agency):

Name: _____

Phone: (___) ___ - ____

Email: _____

Mailing Address: _____

4. **Proposal:**

Number of new parcels (and acreage of each): _____

Intended use (residential, commercial, etc.): _____

The proposed parcels are provided with access to an existing public road by (check one):

_____ Each proposed parcel 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, proposed road name: _____
(Road name cannot duplicate an existing road name.)

_____ A recorded easement (driveway servicing no more than two potential sites)

Do any of the new parcels accessed by a public road not have an existing driveway?

___ Yes ___ No

5. **Intended Use (may be left blank for parcel reconfigurations)**

The proposed parcels are development sites (see instructions page)? ___ Yes ___ No

If yes, the following public utilities (see instructions page) will provide service to the parcel (check all that apply and provide the name of the entity providing service):

_____ Electric by _____

_____ Water by _____

_____ Sewer by _____

_____ Gas by _____

If no, the intended use is:

_____ Agricultural

_____ Forestry

Springvale Township
Land Division Application

6. **Available and future divisions (may be left blank for parcel reconfigurations):**

The parent parcel(s) have existed since 3/31/1997? _____ Yes _____ No

If no, the available divisions are (check one):

_____ Remaining original divisions. Please provide date of each change and description of how remaining divisions were distributed:

Change 1: _____

Change 2: _____

Change 3: _____

_____ Re-divisions. Please provide the date of last division: _____

Unused divisions available after this division is completed will be distributed as follows:

_____ No unused divisions

_____ All unused divisions will go with the following parcel: _____

_____ Unused divisions will be distributed as follows: _____

Notes:

- For assistance with this section, please visit the assessor during office hours.
 - The right to make divisions can be transferred from a parent parcel or parent tract to a parcel created from that parent parcel or parent tract (child parcel). A proprietor transferring the right to make a division shall within 45 days give written notice of the transfer to the assessor on Michigan Department of Treasury Form 3278 (Sec. 109(2)).
 - Make sure your deed includes both statements as required in sections 109(3) and 109(4) of the Land Division Act.
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7. **Attachments:** Letter each attachment as shown here.

A. Survey map prepared by a land surveyor licensed by the State of Michigan drawn to scale showing the parent parcels and the proposed division(s). The survey must include all the following:

- dimensions of the proposed divisions
- legal descriptions for the proposed divisions
- existing and proposed road/easement rights-of-way
- easements for public utilities from each parcel to existing public utility facilities
- any existing improvements (buildings, wells, septic system, driveways, etc.)

B. Proof of approval or permit from the County Road Commission, MDOT, for each proposed new road, easement or shared driveway.

C. Accessibility Compliance Permit from Emmet County Road Commission, if any new parcels without a drive are accessed by a public road.

D. Land Division Tax Certification Form from Emmet County Treasurer's office.

E. Verification from Emmet County Planning and Zoning that the proposed parcels comply with zoning requirements.

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

Springvale Township
Land Division Application

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 Land Division Application approval. Further, I agree to give permission for officials of the municipal, county, and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify the information on the application is correct. Finally, I understand this is a parcel division that conveys only certain rights under a municipal land division ordinance and the Michigan Land Division Act (MCL 560.101 *et. seq.*) and is not a representation or determination the resulting parcels comply with other ordinances or regulations, 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 the municipality granting approval of any division(s) is not liable if a building permit is not issued for the parcel due to unsuitable site conditions for onsite sewage systems and/or onsite water supply systems. I understand that site suitability will be reviewed by the local health department under the same standards as set forth in MCL 560.105(g) – the Michigan Administrative Code R560.401-560.428. Checking with the local county or District Health Department for septic and water is the landowner’s responsibility. For environmental concerns with the ownership or purchase of property, information is available from the Department of Environment, Great Lakes, and Energy at: <http://www.michigan.gov/eglerrd>.

Finally, I understand an approved Land Division must be completed by recording a document accomplishing the approved Land Division or Transfer with the Emmet County Register of Deeds Office. A Land Division approval is considered revoked if this hasn’t been completed within 360 days of the date of approval. Even if this division is approved, I understand zoning, municipal ordinances 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 divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

Owner/Applicant Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Reviewer's Action:

_____ **Approved:** Conditions (per local ordinance standards), if any: _____

Approved Survey: _____
(Job# or date & Company Name)

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

Signature: _____ Date: _____

Note: An approved land division is complete when a document is recorded with the Emmet County Register of Deeds accomplishing the change. This must be completed within 360 days of approval, or the approval is considered revoked.