

Parcel Division Application- Tobacco Township

Return completed application to:

Tobacco Township Assessor 121 Wooden Key Dr. Houghton Lake, MI 48629
tobaccoassessor@yahoo.com

Please note that all questions and attachments must be completed. Incomplete applications will not be processed and will be returned. A land division approval does not guarantee any or all new parcel(s) will be buildable.**

- **Prior to the Assessor receiving this completed application, a Certificate of Payment of Taxes MUST be obtained through the Gladwin County Treasurer's office and a copy must be submitted to the Assessor with this completed application as per As per Public Act 23 of 2019 Section 109(1)I**

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. {See Michigan Land Division Act (formerly the subdivision control act, PA.288 of 1967), as amended (particularly by PA 591 of 1996), MCL 560.101 et.seq.}.

This form is designed to comply with applicable local zoning, land division ordinances and 109 of the Michigan Land Division Act (formerly the subdivision control act, PA.288 of 1967, as amended (particularly by PA 591 of 1996), MCL 560.101 et.seq.

1. PROPERTY OWNER INFORMATION

Name: _____
Address: _____
Phone Number: _____
Email Address: _____

2. APPLICANT INFORMATION

(if not the property owner attach a Letter of Authorization, Power of Attorney form, or other documentation of authorization.)

Applicant is property owner.

Name: _____
Relationship to owner: _____
Address: _____
Phone Number: _____

3. PROPERTY TO BE SPLIT INFORMATION

- A. Parent Parcel Number: 26-150-_____
- B. Number of New Parcels: _____
- C. Intended use for each new parcel: (Residential, Commercial, Agricultural, etc.) _____
- D. The Division of the parcel will provide access to an existing public road by:
____ Each new division has frontage on an existing public road.
____ A new public road, proposed road name: _____
____ A new private road, proposed road name: _____
____ A recorded easement (Driveway)

4. DIVISIONS

- _____ Number of divisions available with/without bonuses.
- _____ Number of previously used divisions.
- _____ Number of divisions used at this time.
- _____ Number of future divisions.

(See section 109(2) of the Land Division Act. Make sure your deed includes both statements as required in section 190(3) and 109(4) of the Act.

5. DEVELOPMENT SITE LIMITS

- _____ The parcel is riparian or littoral (it is a river or lake front 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% (a 1:4 pitch or 14' angle) or more

ADEQUATE & ACCURATE LEGAL DESCRIPTIONS MUST ACCOMPANY THIS APPLICATION FOR EACH OF THE NEW PROPOSED PARCELS BY WAY OF AN ATTACHED SURVEY. This is required as part of Public Act 132 of 2018.

6. ATTACHMENTS (All attachments must be included)

- A. _____ A survey completed within the prior 6 months showing each proposed division, legal descriptions of each new parcel, all easements to each parcel, all current buildings and setbacks, roads, rivers/lakes, and any other outstanding features.
- B. _____ Copy of Warranty Deed showing proof of ownership.
- C. _____ Copy of Completed Gladwin County Tax Certification issued by Gladwin County Treasurers Office.
- D. _____ A non-refundable fee of \$50.00 must accompany this application. Property line adjustments are at no charge. Checks made PAYABLE TO: TOBACCO TOWNSHIP

7. IMPROVMENTS (Describe any existing improvements (buildings, well, septic, shed etc.) which will be located on the new parcels. This information should also be represented on the survey.

8. PROPERTY OWNER ACKNOWLEDGEMENT:

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. Finally, I understand that this is only a parcel division which conveys only certain rights under the applicable local land division ordinance. And the State Land Division Act (formerly the subdivision control act, PA 28 of 1967, as amended (particularly by PA591 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 ordinances and State Act 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 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 Signature: _____ Date: _____

Applicant Signature (if different than owner) _____ Date: _____

From date of which application is received, Assessor will notify owner/applicant and Township Board within 45 days.

DO NOT WRITE BELOW THIS LINE:

Zoning Administrator's Recommendation:

_____ APPROVAL, yes this proposed land division abides by the current zoning regulations.

_____ DENIAL, no this proposed land division does not abide by the current zoning regulations.

SIGNATURE: _____ DATE: _____

COMMENTS: _____

DO NOT WRITE BELOW THIS LINE:

Township Assessor's Recommendation (Section 109):

_____ APPROVAL: Conditions (if any)

Under the condition that divisions, surveys and/or all necessary deeds are recorded with the Gladwin County Register of Deeds within 90 days. Failure to do so may result in a void of approval and/or a delay in ability for township and county to properly process this application.

_____ DENIAL: Reasons

SIGNATURE: _____ DATE: _____

For office use only.

Check Number: _____ Amount Paid: _____

Date decision was mailed or emailed to owner/applicant: _____