



CITY OF MASON

LAND DIVISION/COMBINATION, CONVEYANCE APPLICATION

Approval of a division of land is required **before it is sold**. This form is designed to comply with the Michigan 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 ct.seq.), City of Mason's Land Division Ordinance No. 131, and applicable local zoning ordinances.

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

Type of Request (Please Check one)

Land Division Lot/Parcel Combination Conveyance

Applicant Information (if not the property owner):

Business Name: _____

Contact Name: _____

Address: _____

Telephone Number: _____ Facsimile Number: _____

Location of Parent Parcel

Parent parcel number: 33-19- _____ - _____ - _____ - _____

Property Address: _____

Legal description of Parent Parcel (attach extra sheets if needed):

Property Owner Information:

Name: _____ Telephone Number: _____

Property Address: _____

Proposal:

Describe the division/combination/conveyance(s) being proposed:

Number of new Parcels: _____

Intended use (residential, commercial, etc.) _____

The new description(s) provide(s) 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.)

Write here, or attach, a legal description of the proposed new road, easement or shared driveway (attach extra sheets if needed): _____

Write here, or attach, a legal description for each proposed new parcel (attach extra sheets if needed):

Development Site Limits:

Check each that represents a condition which exists on the parent parcel. Any part of the parcel:

_____ is riparian or littoral (it is a river or lake front parcel)

_____ includes a wetland.

_____ includes a beach.

_____ is within a flood plain.

_____ includes slopes more than twenty five percent (a 1:4 pitch or 14 degree angle) or steeper

_____ is on muck soils or soils known to have severe limitations for on site sewage system.

_____ is known or suspected to have an abandoned well, underground storage tank or contaminated soils.

Improvements:

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

Future Divisions:

Will there be any future divisions that might be allowed, but not included in this application? _____

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.)

Attachments (all attachments must be included):

Letter each attachment as shown here.

- _____ A. 1. A survey, sealed by a professional surveyor at a readable scale, of proposed division(s)/combination(s)/conveyance(s)
- OR**
2. A map/drawing drawn to a readable scale, of proposed changes to the parent parcel and the 45 day time limit is waived until a professional survey can be submitted:
Signature: _____ Date: _____

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/combination/conveyance, and
 - 4) Dimensions of the proposed division/combination/conveyance, and
 - 5) Existing and proposed road/easement rights-of-way, and
 - 6) Easements for public utilities from each parcel to existing public utility facilities, and
 - 7) Any existing improvements (buildings, wells, septic system, 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 \$ _____.
- _____ G. Proof of all taxes paid.
- _____ H. Other

Affidavit:

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/combination. 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/combination 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/combination which conveys only certain rights under the applicable local

land division ordinance, the local zoning ordinance, and the State Land Division Act (formerly representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

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

Property Owner's Signature _____ Date: _____

ASSESSOR'S ACTION

_____ Approved
List any conditions: _____

_____ Denied
State reasons for denial: _____

_____ Special Assessment – Temple Street: Amount Due _____
_____ Special Assessment – Riverwalk Meadows Sewer Suspension: Amount Due _____
_____ Special Assessment – South Cedar Street Sewer Suspension: Amount Due _____

Signature: _____ Date: _____

ZONING ADMINISTRATOR'S ACTION

_____ Approved
List any conditions: _____

_____ Denied
State reasons for denial: _____

Signature: _____ Date: _____