

Liberty Township
Land Division Application

Date Received: _____

Amt. Paid: _____

Check #/Cash: _____

Parent Parcel #: _____

Fee Calculation: \$100.00 for each resulting parcel (minimum of 2)

Bring or mail this application with all required attachments to:

Liberty Township Assessor

101 West Liberty Road

Clarklake, MI 49234

Ph: 517-529-4374

Fax: 517-529-9066

APPLICANT Information (*if not the fee owner, attach written consent to the application signed by the fee owner*):

Contact Person's Name: _____ Phone: _____

Business Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

PARENT PROPERTY Information: Attach copy of most recent tax notice(s) for parcel or tract to be split and copy of all deeds since March 31, 1997, establishing current ownership and availability of division rights. Include a parcel map of the property as it existed on March 31, 2007, and any boundary lines and dimensions of each resulting parcel from any prior divisions since that date.

PROPOSAL:

1. Tentative parcel map, including:

- a. Proposed boundary lines and the dimensions of each resulting parcel for this application.
- b. Accurate legal description for each resulting parcel proposed.
- c. The location, dimensions and nature of proposed ingress to and egress from any existing public or private road.
- d. The location of any public or private street, driveway (and associated existing address(es) or utility easement(s) to be located within any resulting parcel(s).
- e. The location(s) of any existing structures or improvements (i.e., septic, well, house, garage, etc.) and setback from proposed parcel lines.

2. DEVELOPMENT SITE LIMITS: Check each item below that represents a condition that exists on the parent parcel. Indicate location on proposed parcel map.

- _____ A. In a DNR-designated critical sand dune area?
- _____ B. Riparian or littoral (river or lake front parcel)?
- _____ C. Affected by a Great Lake High Erosion setback?
- _____ D. A wetland?
- _____ E. A beach?
- _____ F. Within a flood plain?
- _____ G. Slopes more than twenty five percent (a 1:4 pitch or 14* angle) or steeper?
- _____ H. On muck soils or soils known to have severe limitation for on-site sewage systems?
- _____ I. Known or suspected to have an abandoned well, underground storage tank or contaminated soils?

3. FUTURE DIVISIONS:

- a. How many divisions are remaining after processing of this application? _____
- b. Are any future divisions being transferred from the parent parcel to another parcel? Circle Yes or No. (If yes, please attach completed form L-4260a "Notice to assessor of transfer of the right to make a division of land" for each child parcel to receive division rights.)

4. **Affidavit and permission for municipal, county and state officials to enter the property for inspections:**

I agree the statements 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 ordinances and State Acts change from time to time, and if changed the division 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:** _____

All complete application packages will be acted upon within 45 days of receipt. If the application package does not conform to the Liberty Township Land Division Ordinance requirements and the State Land Division Act, the administrator shall return the same to the applicant for completion and refiling in accordance with the ordinance and State Land Division Act.

Any person or entity aggrieved by the decision of the assessor or designee may, within 30 days of said decision appeal the decision to the Township Board which shall consider and resolve such appeal by a majority vote of said Board at its regular meeting or session affording sufficient time for a 10 day written notice to the applicant of the time and date of said meeting. The Township Board may affirm, modify or reverse the decision of the Administrator and its decision shall be final.

A land division approval is effective for 90 days from its issuance, after which it shall be revoked unless within such period there is recorded with the County Register of Deeds office and filed with the Administrator a conveyance of the approved land division or survey evidencing same. All outstanding taxes must be paid before a land division will be processed.

DO NOT WRITE BELOW THIS LINE

ASSESSOR'S COMMENTS: _____

_____ **Approved: Conditions, if any:** _____

_____ **Denied: Reasons:** _____

_____ **Signature and Date:** _____

Land Division Sample sketch

The land division in this example is for 7 splits (6 new children + the remainder of the parent).

There would be 2 bonus splits available for this applicant due to the creation of a private road for access to the new parcels (labeled as "Lane Z" in this example). Alternatively, the bonus splits are also available if 60% of the area of the original parent is left intact. Maximum of 2 bonus splits for parent parcels over 20 acres. These splits may be allocated to one or more of the child parcels or kept with the remainder of the parent.

Notice the existing house has been shown on the remainder parent parcel with the distance to the new boundary line shown. Please include the location of all existing buildings/land improvements in your proposal!

The outer boundary for the parent parcel must match that shown on the plat maps and tax records for the township. If the township records do not match your deed, please contact the assessor as soon as possible! Attach copy of plat (available at Township or County Equalization offices) for the existing parcel(s) to your application.

The total acreage of the resulting parcels must match that of the parent.

If the parent is a tract currently taxed under more than one parcel number, all must have common ownership to be considered under one land division application.

Parcel boundaries may not cross school district, village or township boundaries.

SKETCH/AREA TABLE ADDENDUM

Parcel No **Sample Land Division**

Property Address

EXAMPLE

State

Zip

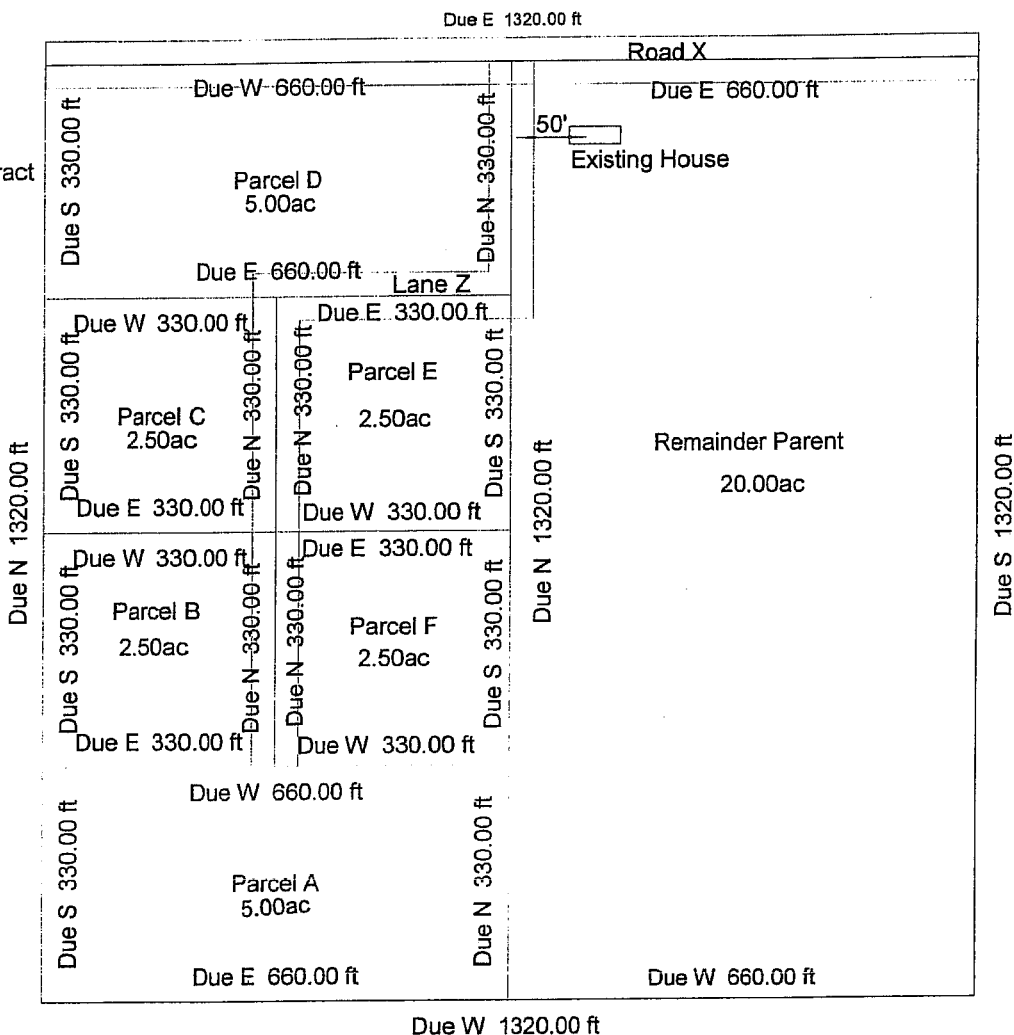
City

Owner

Client

PROPOSED LAND DIVISION

Appraiser Name



Scale: 1 = 270

AREA CALCULATIONS SUMMARY

Code	Description	Factor	Net Size	Perimeter	Net Totals
GLAI	Existing House	1.00	1875.0000	200.00	1875.0000
SITE	Parent Parcel/Tract	1.00	40.0000*	5280.00	40.0000ac
Child	Parcel A	1.00	5.0000*	1980.00	
	Parcel B	1.00	2.5000*	1320.00	
	Parcel C	1.00	2.5000*	1320.00	
	Parcel D	1.00	5.0000*	1980.00	
	Parcel E	1.00	2.5000*	1320.00	
	Parcel F	1.00	2.5000*	1320.00	
	Remainder Parent	1.00	20.0000*	3960.00	40.0000ac
RDWY	Road X	1.00	2.0000*	2772.00	2.0000ac
Drive	Lane Z	1.00	2.0000*	2772.00	2.0000*
TOTAL SITE / LAND AREA (rounded)					84
TOTAL LIVABLE (rounded)					1875

Comment Table 1

Comment Table 2

Comment Table 3

* Acreage rounded to 4 decimal places