



Land Division Application

You MUST answer all questions and include all attachments, or this will be returned to you. Bring to Suttons Bay Village Office or mail to:

Suttons Bay Township Zoning Administrator
P.O. Box 457
Suttons Bay, MI 49682

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(c) & (f)).

Please insert in the following spaces where you want this form sent when the review is complete:

Name Telephone
Address

This form is designed to comply with applicable local zoning, land division ordinances and 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 et seq.)

Number of splits allowed by Statute: Parcel Number 45-
Number of splits requested:
Contact Number:
Name:
Date:

1. LOCATION of Parent Parcel to be Split:
Address: Road Name:
Parent Parcel Number 45 -
Legal description of Parent Parcel (attach extra sheets if needed):

2. PROPERTY OWNER Information:
Name: Phone:
Address: Road Name:
City: State: Zip Code

3. APPLICANT Information (if not the property owner):
Contact Person's Name: Relationship to Property Owner:
Business Name: Phone:
City: State: Zip Code

4. PROPOSAL: Describe the division(s) being proposed:
A. Number of new Parcels
B. Intended use (residential, commercial, etc.)
C. The division of the parcel provides 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:
A new private road or easement, proposed road name:
A recorded easement (driveway). (Cannot service more than one potential site.)
4.A. Legal description of the proposed new road, easement and/or driveway (attach extra sheets if needed):
4.B. Legal description for each proposed new parcel (attach extra sheets if needed):

5.A. FUTURE DIVISIONS that might be allowed but not included in this application?
5.B. The number of future divisions being transferred from the parent parcel to another parcel?
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.)

6. **DEVELOPMENT SITE LIMITS** Check each that represents a condition which exists on any part of the Parent Parcel:
- is in a DNR-designated sand dune area.
  - is littoral or riparian (it is a river or lake front parcel).
  - is affected by a Lake Michigan High Risk Erosion setback.
  - includes a wetland.
  - includes a beach.
  - is within a flood plain.
  - includes slopes more than twenty-five percent (a 1:4 or 14° angle) or steeper.
  - is on muck soils or soils known to have severe limitations for on-site sewage systems.
  - is known or suspected to have an abandoned well, underground storage tank or contaminated soils.

7. **ATTACHMENTS** (all attachments must be included). Letter each attachment as shown here.
- A. 1. A survey, sealed by a professional surveyor at a scale of \_\_\_\_\_ (insert scale), of proposed division(s) of Parent Parcel;
  - OR 2. A map/drawing drawn to scale of \_\_\_\_\_ (insert scale), of proposed division(s) of Parent Parcel and the 30-day time limit is waived: Signature \_\_\_\_\_
- The survey or map must show:
- (1) boundaries as of March 31, 1997;
  - (2) all previous divisions made after March 31, 1997 (indicate when made or none);
  - (3) the proposed division(s), with dimensions;
  - (4) existing and proposed roads/easements, and rights-of-way;
  - (5) easements for public utilities to each parcel from existing public utility facilities;
  - (6) any existing improvements (buildings, wells, septic system, driveway, etc.);
  - (7) 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 verification that each proposed parcel is serviced by a public sewer system.
  - C. An evaluation/indication of approval will occur, or well permit for potable water for each proposed parcel prepared by the Health Department, or verification that each proposed parcel is serviced by a public water system.
  - D. Indication that approval, or permit from County Road Commission, MDOT, or 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. Verification that all assessments and property taxes are current.
  - H. Other (please list) \_\_\_\_\_

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

9. **CERTIFICATION** and permission for Village, County and State officials to enter the property for inspections:

I certify that 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 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 local 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.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicant's Signature (if other than Property Owner) \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Reviewer's action: \_\_\_\_\_ Fee \$ \_\_\_\_\_ Receipt # \_\_\_\_\_  
 Approved: Conditions, if any: \_\_\_\_\_  
 Denied: Reasons (cite §): \_\_\_\_\_

Signature and date: \_\_\_\_\_  
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