

Parcel Number _____
Date: _____
Name: _____

Menominee County
Equalization Department
839 10th Ave.
Menominee MI 49858
906-863-2683
www.menomineecounty.com

Parcel Reconfiguration Application

You MUST answer all questions and include all attachments, or application will be returned to you. Mail completed application and \$250.00* NON-REFUNDABLE fee to Menominee County Equalization Department. Incomplete applications will not be processed. (*fee is \$300 after November 1st each year)

Approval of a division of land (parent parcel), a combination, or boundary adjustment is required **before** land is sold. (§102(e&f)).

| |
|------------------|
| Name |
| Address |
| City, State, Zip |
| Phone |

This form is designed to comply with §108, 109, 109a, 109b of 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.*) December 31, 2012.

1. LOCATION of parent parcel (s) to be split or combined:

Full Address: _____

Parent parcel number: _____ - _____ - _____ Parent parcel number: _____ - _____ - _____

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

Township or Village Name: _____

2. PROPERTY OWNER information: (if different than above)

Name: _____ Phone: _____
Address: _____
City, State, Zip: _____

3. APPLICANT information (if not the property owner)

Contact Person's Name: _____
Business Name: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip Code: _____

4. PROPOSAL: Describe the division(s) being proposed:

Number of new Parcels to be created _____

Intended use (residential, commercial, etc.) _____

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: _____
(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). (Cannot service more than two potential sites)

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): _____

5A. FUTURE DIVISIONS that may be allowed but not included in this application: _____
 5B. Did the parent parcel have any unallocated divisions under the Land Division Act? _____
 5C. Were any unallocated divisions transferred to the newly created parcel(s)? _____
 5D. If so how many ("zero," "all," or specific number)? _____
 Identify the other parcel(s) future divisions are transferred to: _____
 (See section 109(2) of the Statute. Make sure your deed includes both statements as required in section 190(3) and 109(4) of the Statute.)

6. DEVELOPMENT SITE LIMITS Check each that represents a condition which exists on the parent parcel. Any part of the parcel:
 _____ is in a DNR-designated critical sand dune area.
 _____ is riparian or littoral (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 pitch or 14° angle) or steeper.
 _____ is on muck soils or soils known to have severe limitations for onsite 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. Map, drawn to scale of _____ (insert scale), of the proposed division(s) of the parent parcel showing:
 (1) 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(s), and
 (4) dimensions of the proposed divisions, 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.
 (9) any cemetery which is adjacent to or may have had access through this parcel.
 _____ B. A copy of the proposed deed(s) which contains the following statement: "This property may be located within the vicinity of farm land or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act."
 _____ C. A copy of the proposed deed(s) which includes a statement which substantially reads: "The grantor grants to the grantee the right to make [*insert a specific number* or after March 13, 2018 "*zero*," "*all*," or a *specific number*] division(s) under section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967" or the right to make further divisions stays with the parent parcel.
 _____ D. A copy of the proposed deed(s) for any parcel that is 20, or more, acres in size and which is not accessible includes a statement which reads: "This parcel is not accessible as defined in the Land Division Act, 1967 PA 288, M.C.L. 560.101 to 560.293."
 _____ E. Indication of approval, or permit from the County Road Commission, MDOT, or respective city/village street administrator, for each proposed new road, easement or shared driveway.
 _____ F. A fee of \$ 250.00 before November 1st, \$300 Nov 1-December 15th any given year.
 _____ G. Other (please list) _____

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

8. AFFIDAVIT and permission for 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 parent parcel division, combination, or boundary adjustment. Further, I agree to give permission for officials of the 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 only a parcel division which conveys only certain rights under a municipal land division ordinance, 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.*), 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 this division(s) resulting in less than 1 acre in size is not liable if a building permit is not issued for the parcel due to non-approvable on-site water or on-site sewage disposal. Checking with the local Health Department for septic and water is the landowner's responsibility.

Finally even if this division is approved, I understand zoning, 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.

I also agree the Property Taxes have been current and are paid in full as of this date.

Property Owner's Signature _____ Date: _____

Property Owner's Signature _____ Date: _____

DO NOT WRITE BELOW THIS LINE:

Reviewer's Action TOTAL \$ _____ Receipt # _ _ _ _ _

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

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

Signature and date: _____

Municipality Approval Signature: _____ Date: _____

Municipality Denial Signature: _____ Date: _____

Site Reasons for Denial: _____

Municipality must attach a copy of the letter sent to property owner for final processing at the Menominee County Equalization Department.