

# READING TOWNSHIP LAND DIVISION APPLICATION

**IMPORTANT:** You **MUST** answer all questions **and** include all attachments **or this will be returned to you.** To avoid delays in the Land Division Application process please provide all required documents and payment with this application.

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 e&f). This form is designed to comply with §108 and §109 of the Michigan Land Division Act, formally the Subdivision Control Act, PA 288 of 1967, as amended (particularly *PA 591 of 1996 and PA 87 of 1997, MCL 560 et seq.*)

**Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.**

## 1. PROPERTY OWNER Information:

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## 2. LOCATION of parent parcel to be split:

Address: \_\_\_\_\_

Parent parcel number: 30-10- \_\_\_\_\_

## 3. ATTACHMENTS (all attachments **MUST** be included) Letter each attachment as shown here.

- A. Attach a copy of proof of fee ownership (copy of warranty deed or completed land contract, not a quit claim deed)
- B. A certificate from the County Treasurer that complies with the requirement of PA 23 of 2019, establishing all property taxes and special assessments due on the parcel or tract subject to the proposed division have been paid for 5 years preceding the date of the application.
- C. A survey and/or scale drawing (aerial with overlay can be purchased from Equalization & Land Information at the County Office Building) that complies with requirements of PA 59 of 1996 as amended for the proposed division(s) of the parent parcel **showing:** proposed division(s) of the parent parcel showing:
  - (1) current **boundaries** and
  - (2) all previous divisions **made after** March 31, 1997 (indicate when made **or none**), and
  - (3) the proposed division(s) with dimensions each one outlined in a different color and
  - (4) highlight remaining parcel, after division
  - (5) **any existing improvements** (buildings, wells, septic system, driveways, etc), and
- D. Driveway approval, or permit from **Hillsdale County Road Commission**, or \_\_\_\_\_ Has existing approved driveway or \_\_\_\_\_ No egress onto public road.
- E. A copy of any transferred division rights (§109(2) of the Act) of the parent parcel. (**STC Form L-4260a**)
- F. A fee of \$25 for each resulting division. Make check payable to: **Ben Wheeler Company**
- G. Other (please list) \_\_\_\_\_

## 4. IMPROVEMENTS Describe any existing improvements (buildings, well, septic, etc.,)

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## 5. PROPOSAL: Describe the division(s) being proposed:

- A. Number of new Parcels \_\_\_\_\_
- B. Intended use(s) (please circle all that apply) \_\_\_ Residential \_\_\_ Agricultural \_\_\_ Commercial/Industrial
- C. Each proposed parcel, if 10 acres or less, has a depth to width ratio not greater than 4 to 1 \_\_\_ Yes \_\_\_ No
- D. Each parcel has a minimum width of \_\_\_\_\_ feet
- E. Each parcel has a minimum area of \_\_\_\_\_ square feet or \_\_\_\_\_ acre(s)

F. Write here or attach a legal description for EACH proposed new parcel (attach extra sheet if necessary)

G. Write here or attach a legal description for the remaining parent parcel (attach extra sheet if necessary)

6. NUMBER of future divisions being transferred from the parent parcel to another? \_\_\_\_\_  
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.) (see 3.e of this application)

7. ACKNOWLEDGMENT The undersigned acknowledges that any approval of the within application is not a determination that the resulting parcels comply with other applicable ordinances, rules or regulations which may control the use or development of the parcels. Finally even if this division is approved, I understand ordinance, laws, zoning, and regulations are subject to change and that any approved parcel division is subject to such changes that may occur before the recording of the division or the development of the parcels \_\_\_\_\_ (initial after reading.) and,

Public Act 87 of 1997 §(2) further states: The municipality or county approving a proposed division resulting in a parcel less than 1 acre in size and its officers and employees are not liable if a building permit is not issued for the parcel for the reasons set forth in this section. A notice of approval of a proposed division resulting in a parcel of less than 1 acre in size shall include a statement to this effect. \_\_\_\_\_ (initial after reading.) and,

Applicant further acknowledges: The tax bill for the original parcel will not be divided until the following tax year. The Parties involved in a transaction of resulting parcels from this land division shall be in agreement as to the responsibility of payment for the most current tax bill(s). \_\_\_\_\_ (initial after reading.)

PROPERTY OWNER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Mail completed application to Ben Wheeler Company, PO Box 541, Reading, MI 49274

**FOR OFFICE USE ONLY - DO NOT WRITE BELOW LINE**

FEE \_\_\_\_\_ CASH or CHECK# \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_

APPROVED conditions if any: \_\_\_\_\_

DENIED for reason of: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Land Division Agent

EFFECTIVE TAX YEAR \_\_\_\_\_

Allocation of most current assessed values:

**COPIES TO:**

TWP CLERK Date: \_\_\_\_\_  
COUNTY MAPPING Date: \_\_\_\_\_  
APPLICANT Date: \_\_\_\_\_

CHILD#1 \_\_\_\_\_ %  
CHILD#2 \_\_\_\_\_ %  
CHILD#3 \_\_\_\_\_ %  
CHILD#4 \_\_\_\_\_ %  
CHILD#5 \_\_\_\_\_ %  
CHILD#6 \_\_\_\_\_ %  
CHILD#7 \_\_\_\_\_ %