



# Land Division Application

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • 231 348-0350

Please answer ALL questions and include attachments. Incomplete applications will not be accepted. Submit information to: Office of City Planner, 101 East Lake Street, Petoskey, MI 49770.

Property Owner Information		
Name:		
Address:		
City:	State:	Zip:
Phone:		
Email:		
Applicant Information (if other than property owner)		
Name:		
Address:		
City:	State:	ZIP Code:
Phone:		
Email:		
Location of Parent Parcel		
Address:		
Parent Parcel Tax ID Number:		
Legal Description of Parent Parcel (attach separate sheet if necessary): _____ _____ _____		
Proposed Plat/Plat Amendment/Division/Subdivision/Exempt Split/Property Transfer		
Does any parcel have lake or river frontage? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does any parcel include a wetland? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is any parcel located in a flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does any parcel have slopes 25% or greater? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Did the parent parcel or parent tract have any unallocated divisions under the land division act, 1967 OA 288, MCL 560.101 to 560.293? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Were any unallocated divisions transferred to the newly created parcel? If so, state whether all were transferred or, if not, how many? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, # transferred _____		
Describe any existing improvements (structures, well, septic, etc.) or natural features on the parent parcel. _____ _____ _____		

## Required Attachments for Divisions/Subdivisions/Exempt Splits/Property Transfers

1. A description of any existing improvements, with cost estimates.
2. A parcel map prepared by a registered land surveyor or professional engineer, with an accurate legal description, of the proposed division of the parent parcel showing the following:
  - a. Current boundaries of the parent parcel as of March 1, 1997 and all divisions made after March 31, 1997.
  - b. The proposed land division(s) and boundary dimensions.
  - c. Existing and proposed road/street/driveway easements and easements from each parcel to public utility facilities, including legal description and construction design of all streets.
  - d. All existing improvements (buildings, structures, well, septic).
  - e. All features listed in Item 6, if present.
3. Legal description for each new parcel.
4. A copy of any reserved division rights in the parent parcel.
5. Any recorded or proposed easements, covenants, deed restrictions, etc.
6. Proof of ownership back to March 31, 1997.
7. Application fee (set from time to time by City Council)

## Required Attachments for Plats/Plat Amendments

1. A preliminary plat map prepared by a registered land surveyor or professional engineer shall include an accurate legal description, scale, North arrow, date of preparation, name of plat, and name and address of applicant, showing the following:
  - a. Location map, with North arrow, showing all streets and driveways within 100 feet of the proposed plat.
  - b. Boundary dimensions
  - c. Existing and proposed road/street/driveway easements and easements from each parcel to public utility facilities, including legal description and construction design of all streets.
  - d. All existing improvements (buildings, structures, well, septic).
  - e. Zoning
  - f. Natural features
  - g. Set aside lands
  - h. Site topography at two (2) foot intervals.
  - i. Location, size, dimensions and buildable area of each lot.
  - j. Grading and drainage plan.
2. Any recorded or proposed easements, covenants, deed restrictions, etc.
3. Application fee (set from time to time by City Council)
4. Final plat drawings must include any conditions placed on such approval, proof of approvals from each of the authorities having jurisdiction as required by the Land Division Act, and copies of all permits as may be required by these Authorities.

## Affidavit

I (we) declare that the statements and information submitted in this application are in all respects true and correct to the best of my (our) knowledge. I (we) agree to comply with the conditions and regulations provided with this parent parcel division/split/transfer. I (we) give permission for officials of the City of Petoskey or the State of Michigan to enter the property for purposes of inspections. I (we) understand that this is only a parcel division/split/transfer, which conveys only certain rights under the applicable local land division ordinance and the State Land Division Act and does not include any representations or conveyance of rights in any other statute, building code, zoning ordinances, deed restriction or other property rights. I (we) understand that local zoning ordinances and state acts change from time to time. If changed, the division/split/transfer made here must comply with the requirements in effect at the time of division/split/transfer unless deeds representing the approved divisions are recorded with the Register of Deeds or the division/split/transfer has been issued a building permit and built upon before the changes to the laws are made.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Staff Review**

Public Works Recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Assessor Recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Manager Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Planning Commission Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## LAND DIVISION APPLICATION DEED STATEMENTS

MI Public Acts 87, 1997; 591 of 1996; 288 of 1967, 222 of 1943; 285 of 1931

A person shall not sell a parcel of unplatted land unless the deed contains a statement as to whether the right to make further divisions, exempt from the platting requirements of Act 87, 1997 under Section 108 is proposed to be conveyed. This statement shall be in substantially the following form:

**“The grantor to the grantee the right to make (insert number) division(s) under section 108 of the Land Division Act, 1967 PA 288, MCL 560.108.”**

In the absence of a statement conforming to the requirements of this subsection, the right to make divisions under section 108(2), (3), and (4) stays with the remainder of the parent tract or parent parcel retained by the grantor.

All deeds for parcels of unplatted land within the State of Michigan after March 31, 1997 shall contain 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 generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan right to farm act.”