

**RIVERS EDGE ASSESSING INC
P.O. BOX 517
HILLMAN MI 49746
(989) 255-9361**

Land Division Instructions

Please complete the application as best you can, with the following requirements:

- **Copy of Current Deed**
Must show division rights were granted if less than 10 years old.
- **Land Division Tax Payment Certification Form**
Must be signed off by the County Treasurer, do not submit to Assessor without signature.
- **Copy of Survey (Not Required for Combinations)**
Please note as to which new parcel any building will be on
- **Include payment of \$75.00 made out to Rivers Edge Assessing Inc. for each application being submitted.**

Once all are completed, please return by U.S. Mail to above address.

Thank You,

**Garry Boldrey Jr
MCAO**

BRILEY TOWNSHIP LAND DIVISION/COMBINATION APPLICATION

**RIVERS EDGE ASSESSING INC
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HILLMAN MI 49746
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Please answer **all** questions **and** include **all** attachments. *Applications not completely filled out will be RETURNED.* Mail to **RIVERS EDGE ASSESSING** at the above address.

Approval of a division of land is required before it is sold, when a new parcel is less than 40 acres and not just a property line adjustment (Sec 102 e & f).

This form is designed to comply with Sec. 108 and 109 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 and PA 87 of 1997, MCL 560.101 et..seq.)

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

1. PARENT PARCEL INFORMATION

Address of parent parcel to be split/combined:

Parent Parcel Identification Number:

003- - - -

Parent Parcel Full Legal Description (describe or attach):

2. PROPERTY OWNER INFORMATION:

Name: _____

Address: _____

Phone () _____

3. PROPOSED DIVISION(S) TO INCLUDE THE FOLLOWING:

- A. Number of new parcels _____
- B. Intended use (residential, commercial, etc.) _____
- C. Each proposed parcel has a depth to width ratio of 4 to 1 or _____ to _____ as provided by ordinance.
- D. Each parcel has a width of _____ (not less than required by ordinance)
- E. Each parcel has an area of _____ (not less than required by ordinance)
- F. The division of each parcel provides access as follows: (check one)
 - _____ Each new division has frontage on an existing road
 - _____ A new public road, proposed road name: _____
 - _____ A new private road, proposed road name: _____
- G. Describe or attach a legal description of proposed new road, easement, or shared driveway.
- H. *** **Include copy of most current deed for parent parcel*****
- I. **Must attach a copy of a certified survey *and* drawing.** (See section 6, A. of this form) to show description of NEW CHILD and NEW PARENT
- J. On irregular parcel, minimum width on road is minimum required by road commission for culvert, or 30 feet.

4. FUTURE DIVISIONS being transferred from the parent parcel to another parcel?

Indicate number transferred. _____

5. DEVELOPMENT SITE LIMITS

(Check each which represent a condition which exists on the parent parcel:)

- _____ Waterfront property (river, lake, pond etc.)
- _____ Is within a flood plain
- _____ Is on muck soils known to have severe limitations for a site sewage system
- _____ Includes wetlands
- _____ Includes a beach

6. ATTACHMENTS – All the following attachments **MUST** be included. Letter each attachment as shown:

- A. Scale drawing for the proposed division(s) of the parent parcel showing:
 - (1) Current 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 right-of-way(s), and
 - (6) Easements for public utilities from each parcel that is a development site to existing public utility facilities, and
 - (7) Any existing improvements (buildings, wells, septic system, driveways.)
 - (8) Any of the features checked in question number 5.
- B. Indication of approval, or permit from Montmorency County Road Commission, or respective city/village street administrator, that a proposed easement provides vehicular access to an existing road or street meets applicable location standards.
 - C. A copy of any reserved division rights (sec. 109(4) of the act) in the parent parcel.
 - D. A fee of \$75.00 payable to Rivers Edge Assessing Inc.
 - E. Please include any buildings on the property and which parcels they are located on.

Allow UP TO-45 days for processing. (Any missing forms or paperwork will delay processing time) Any applications received between December 1 and May 1 will not be processed until after tax roll rollover to next year.

7. IMPROVEMENTS – Describe any existing improvements (buildings, well, septic, etc.,) which are on the parent parcel or indicate none:

Affidavit and permission for municipal, 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. 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. Finally, I understand this is only a parcel division which conveys only certain rights under the applicable local land division 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 and P.A. 87 of 1997), MCL 560 .101 et. Seq.) and does not include any representation or conveyance of rights in any other statute, build code, zoning ordinance, deed restriction of 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 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 Owners Signature _____ **Date:** _____

For office use only – Reviewer’s action:

Total Fee \$ _____ ***Check #*** _____

Assessor’s Signature: _____

Application Completed Date: _____

Approval Date: _____

Denial Date: _____

Reason for Denial: _____ ***(see attached)***

Original or Parent Parcel #: _____ ***(RETIRED)***

New Parent Parcel#: _____

New Land Division Parcel #: _____



ZONING INFORMATION FOR LAND DIVISION/SPLIT

Completed by Zoning Official:

Parent Parcel Number: _____

Owner Name: _____

Current Zoning Category: _____

Minimum Width: _____

Minimum Area: _____

Minimum Frontage (if any): _____

The zoning department acknowledges that the information contained above is accurate and true to the best of their ability. The signature below and review of this application is not for zoning compliance. The use of this form is for determining the zoning category and regulated minimum areas and widths for land division approval purposes. This is not a review for compliance with the zoning ordinance or any other ordinances adopted by Briley Township.

Zoning Administrator Signature:

Date: _____



CHERI EGGETT
MONTMORENCY COUNTY TREASURER
P.O. Box 789 ~ Atlanta, MI 49709
(989) 785-8086 ~ FAX (989) 785-8087

Land Division Tax Payment Certification Form

Name: _____ Phone: _____

Owner Address: _____

Owner City, State, Zip: _____

Property Address: _____

Property City, State, Zip: _____

Parcel ID Number: _____

Attach a description of the parcel to be divided

CERTIFICATION DENIED

The Montmorency County Treasurer's Office has found delinquent taxes on the parcel listed above and cannot issue a certification of tax payment.

Delinquent Taxes Owed: _____

CERTIFICATION APPROVED

Pursuant to House Bill 4055, the Montmorency County Treasurer's Office certifies that all property taxes and special assessments due on the above parcel subject to the proposed division for the five years preceding the date of the application have been paid. This certification does not include taxes, if any, now in the process of collection by the City, Village or Township Treasurer.

Certified by: _____ Date Certified: _____