

**HOWARD CHARTER TOWNSHIP LAND DIVISION APPLICATION**

1345 Barron Lake Rd Niles Michigan 49120 County of Cass  
phone: (269) 684-0072 fax: (269) 684-6181

**\$200.00 per split (Nonrefundable Fee)**

**Parcel #14-020- \_\_\_\_\_**

**Property Address:** \_\_\_\_\_

Assessor: Shalice Northrop Office hours: 9am–noon on the 2<sup>nd</sup> & 4<sup>th</sup> Wednesday of the month  
To contact Assessor call cell: (269) 587-0208 or email: shalicen@gmail.com

***Applicant MUST answer all questions, include fee, and supply ALL attachments for application to be considered  
application instructions are listed on page 3***

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**OFFICE USE ONLY**

Amount Paid \_\_\_\_\_ by: cash \_\_\_\_\_ check # \_\_\_\_\_ Date received \_\_\_\_\_ Staff Initials \_\_\_\_\_

Number of splits \_\_\_\_\_ Zoning District \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Assessor \_\_\_\_\_ Date \_\_\_\_\_

Reason for Denial \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Zoning Administrator \_\_\_\_\_ Date \_\_\_\_\_

Reason for Denial \_\_\_\_\_

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**Approval of a division of land is required before it is sold and not just a property line adjustment. (Sec 102e & f.)**

This form is designed to comply with section 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 P.A. 87 of 1997, MCL 560 et. Seq.) and used in conjunction with land division ordinances as adopted by each municipality. (APPROVAL OF A DIVISION IS NOT A DETERMINATION THAT THE RESULTING PARCELS COMPLY WITH OTHER ORDINANCES OR REGULATIONS.)

**Property Owner(s) Name:**

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**Proposed Division Includes:**

- A. Number of New Parcels to be created \_\_\_\_\_
- B. Intended Use (Residential, Commercial, etc) \_\_\_\_\_
- C. The division of a parcel provides access as follows: (check one)
  - \_\_\_\_\_ Each new division has frontage or legal access to a public road (easement subject to local zoning)
  - \_\_\_\_\_ A new public road; proposed road name: \_\_\_\_\_
  - \_\_\_\_\_ A new private road; proposed road name: \_\_\_\_\_

**Howard Charter Township Land Division Application - continued**

D. Describe or attach legal description for each proposed new road or easement

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E. Describe or attach legal description for each proposed parcel (including all divisions and remaining parent parcels)

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**Assessor shall be notified of any and all Future Divisions being transferred from the parent parcel to another parcel. Seller must notify Township Assessor of transfer of division rights to a buyer within 45 days of transaction, Form #L-4260A**

**Development Site Limits:** (Check each that represent a condition that exists on any part of the parent parcel, if none then enter n/a)

- \_\_\_\_\_ Waterfront Property (river, lake, pond, etc.)
- \_\_\_\_\_ Includes a wetland
- \_\_\_\_\_ Is within a floodplain
- \_\_\_\_\_ Is on muck soils or soils known to have severe limitations for on-site sewage systems
- \_\_\_\_\_ Includes slopes more than twenty-five percent (25%) (a 1;4 pitch or 14° angel) or steeper
- \_\_\_\_\_ Is known or suspected to have an abandoned well, underground storage tank or contaminated soils

**Attachments (Required Attachments):** Please label attachments

- A. A **Certificate of Paid Taxes** provided by the Cass County Treasurer
- B. **Certified Survey** provided by a Licensed Professional Surveyor, that complies with the requirements of PA 132 of 1970, as amended, for the proposed division of the parent parcel; containing at least the following:
  - Current boundaries
  - All previous divisions, made after March 31 1997 (include date of split) or indicate “none”
  - The proposed divisions
  - Dimensions of the proposed divisions
  - Existing and proposed roads/easements right-of-way(s)
  - Easements for public utilities from each parcel that is a development site to existing utility facilities
  - Any existing improvements (buildings, wells, septic systems, driveways, etc)
  - Any of the features checked in the Development Site Limits Section (above).
- C. Indication of approval, or permit from Cass County Road Commission, MDOT, or respective City/village street administrator that a proposed easement provides vehicular access to an existing road or street meets applicable location standards
- D. A copy of any reserved division rights (sec 109(4) of the Act) in the parent parcel

**Affidavit and permission for municipal, county and/or 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 my 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 to officials of the municipality, county and 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, 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. 87 of 1997, 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, 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 requirement (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.

Civil Infraction Penalty may be issued for violation of the Land Division Act

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

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

## Howard Charter Township Land Division Application - continued

### Disclaimer:

The municipality or county, and its officers and employees, are not liable if a building permit is not issued because County Health Department requirements for potable water and sewer/septic systems are not met.

### **ALL DEEDS AND PARCELS OF UNPLATTED LAND MUST CONTAIN THE FOLLOWING STATEMENTS:**

**This property may be located within the vicinity of farmland 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.**

### **Land Division Application Instructions – application must be complete before submission**

Submit the following for review -

A certified survey containing at least the following:

- All parcel boundaries and proposed divisions, including original parcel
- Dimensions of all proposed divisions, including the original parcel
- Total acreage per parcel, including remainder of the original parcel
- Existing and proposed road and easement right(s)-of-way
- Any existing improvements (all buildings, wells, septic systems, driveways, etc) of proposed divisions and remainder of original parcel
- Designate each parcel by A, B, C or 1, 2, 3 etc

Legal description for all proposed divisions, including the remainder of original parcel

Any and all attachments

Non-refundable split fee(s)