



# LEONI TOWNSHIP

## ASSESSING DEPARTMENT

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### LAND DIVISION / PROPERTY BOUNDARY CHANGE APPLICATION

Approval of a division of land is required before it is sold when the new parcel is less than 40 acres and is not just a property line adjustment (§ 102 e & f). This form is designed to comply with applicable local zoning, land division ordinances and § 108a and 109b of the Michigan Land Division Act (formerly the Subdivision Control Act) PA 288 of 1967, as amended (particularly by PA 591 of 1996) MCL 560.101 et. Seq.

All questions ***MUST*** be answered and include all necessary attachments, or this application will be returned to you. Upon completion, bring in or mail the application with payment for application fee to the Assessor's Office at the address listed above. The Township will notify you of approval or denial within 45 days after receipt of a *completed* application.

1. **PROPERTY OWNER INFORMATION:**

Owner Name(s): \_\_\_\_\_  
Co-Owner Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

2. **APPLICANT INFORMATION** if *not* the property owner:

Contact/Business Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

3. **LOCATION** of parent parcel to be divided:

Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_  
Parcel Number: \_\_\_\_\_  
Legal Description of parent parcel (*attach extra sheet(s) if necessary*):

\_\_\_\_\_  
\_\_\_\_\_

- |  |  |
|--|--|
| A. Is parcel located in a condominium?<br><i>If yes to 3A, does condominium allow land divisions?</i>                            | A. <input type="checkbox"/> Yes or <input type="checkbox"/> No |
| B. Do any parcel(s) fall within a special assessment district?   | B. <input type="checkbox"/> Yes or <input type="checkbox"/> No |
| C. Are any parcel(s) situated in a sewer district?   | C. <input type="checkbox"/> Yes or <input type="checkbox"/> No |
| D. Are all parcels in the same school district?  | D. <input type="checkbox"/> Yes or <input type="checkbox"/> No |
| E. Is there an existing mortgage/land contract on any parcel?<br><i>If yes to 3E, please attach written approval from lender</i> | E. <input type="checkbox"/> Yes or <input type="checkbox"/> No |

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

- A. Number of new parcels: \_\_\_\_\_
- B. Intended use (residential, commercial, etc.): \_\_\_\_\_
- C. The division of the parcel provides access as follows (mark **ONLY** what is applicable):
- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Each new division has frontage on an existing public road. Road Name: _____               |
| <input type="checkbox"/> | A new public road. Proposed road name: _____  |
| <input type="checkbox"/> | A new private road. Proposed road name: _____   |
| <input type="checkbox"/> | Recorded easement access (driveway). <i>*Cannot service more than one potential site*</i> |

5. **FUTURE DIVISIONS:**

- A. How many divisions are available on the parent parcel(s)? \_\_\_\_\_
- B. How many divisions remain after the processing of this application? \_\_\_\_\_
- C. Which parcel are you designating as the new parent that will retain division rights?

D. Are any future divisions being transferred from the parent parcel to another parcel?

Yes or  No

*If yes to 5D, attach a completed form L-4260a "Notice to Assessor of Transfer of the Right to Make a division of Land" for each child parcel to receive division rights.*

*(See § 109(2) of the Statute). Make sure your deed includes both statements as required in 109 (3&4) of Statute.*

6. **DEVELOPMENT SITE LIMITS:** Check each item below that represents a condition that exists on the parent parcel. Is any part of the parcel:

- \_\_\_\_\_ Riparian or littoral (river or lake front) parcel                      \_\_\_\_\_ Wetland
- \_\_\_\_\_ Slopes more than a twenty-five percent (a 1:4                      \_\_\_\_\_ Beach  
pitch or 14° angle) or steeper
- \_\_\_\_\_ On muck soils or soils known to have severe                      \_\_\_\_\_ Within a flood plain  
limitations for on-site sewage systems
- \_\_\_\_\_ Known or suspected of having an abandoned well, underground storage tank or contaminated soils

7. **ATTACHMENTS:** All the following attachments MUST be included.

- \_\_\_\_\_ A. A survey, sealed by a professional surveyor at a scale of 1" = 200' of proposed division of parent. The survey map MUST show:
- i. Current boundaries as of March 31, 1997
  - ii. All divisions made after March 31, 1997 (indicate when made or none)
  - iii. The proposed divisions covered under this application, with dimensions and **complete legal descriptions for ALL parcels**
  - iiii. Existing and proposed road/easement right-of-way's
  - iiiii. Easements for public utilities from each parcel to existing improvements (buildings, wells, septic system, driveways, etc.)
- \_\_\_\_\_ B. Indication of approval, or permit from the JCDOT, MDOT, or respective city/village street administrator, for each proposed new road, easement or shared driveway
- \_\_\_\_\_ C. A copy of any transferred division rights from the parent parcel – see 5(C) above

8. **FEES:**

- 1) An application processing fee of \$75 – **PLUS**
- 2) \$25 for each new parcel created

9. **AFFIDAVIT** and permission for municipal, county and state officials to enter the property for inspection:

\_\_\_\_\_  
(Initial) I agree the statements made above are true, and if found not to be true, this application and any approval will be voided. Further, I agree to comply with the conditions and regulations provided with the parent parcel division.

\_\_\_\_\_  
(Initial) I agree to give permission for officials of the municipality, county and the State of Michigan, to enter property where this parcel division is proposed (at a time mutually agreed with the applicant) for purposes of inspection to verify that the information on the application is correct.

\_\_\_\_\_  
(Initial) 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, PA 288 of 1967), as amended (particularly by PA 591 of 1996), MCL 560.101 et. Seq.) and does not include any representations or conveyance of rights in any other statute, building code, zoning ordinance, deed restrictions or other property rights.

\_\_\_\_\_  
(Initial) 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.

\_\_\_\_\_  
(Initial) I understand it is my responsibility as the applicant to ensure all past, as well as current year's taxes, are paid by December 31st of the year in which this application is submitted on ALL parcels involved, in order to have the land combination processed for the next year. **If taxes are not paid by December 31<sup>st</sup>, this application becomes void, and fees are forfeited.**

\_\_\_\_\_  
(Initial) I also understand that if there is a change in ownership, it is my responsibility as the applicant to issue and record any deeds.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\***

Date Application Received: \_\_\_\_\_ Application Accepted By: \_\_\_\_\_

Fees: \_\_\_\_\_ Paid: Yes or No Amount Received: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Current Taxes Paid: Yes or No Delinquent Taxes Paid: Yes or No Sewer/Water Bill Paid: Yes or No

Special Assessment District: Yes or No School District: \_\_\_\_\_

Zoning: \_\_\_\_\_ Lender Approval Letter Attached: Yes or No

Parcel Division Approved: Yes or No Date Approved: \_\_\_\_\_

Reasons for Denial: \_\_\_\_\_

\_\_\_\_\_