



**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 (Sec 102 e & f). Bring or mail the application to the Assessor's Office at the address listed above. You must answer all questions and include all attachments or this form will be returned to you for completion. The Township will notify you of approval or denial within 45 days after receipt of a *completed* application.

This form is designed to comply with applicable local zoning, land division ordinances and s/s 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.

**1. PROPERTY OWNER INFORMATION:**

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

Co-Owner: \_\_\_\_\_

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*):

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

**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 to an existing public road by:

\_\_\_ Each new division has frontage to an existing public road

\_\_\_ # of new parcels which will have driveway access to an existing public road

\_\_\_ # of new parcels served by a new public road name: \_\_\_\_\_

\_\_\_ # of new parcels served by recorded easement access (driveway). *\*Cannot service more than one potential site.*

5. **FUTURE DIVISIONS:**

- A. How many divisions are available on the parent parcel(s)? \_\_\_\_\_
- B. How many divisions are remaining 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 is circled:** 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.

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

- |   |   |
|---|---|
| <input type="checkbox"/> Riparian or littoral (river or lake front) parcel  | <input type="checkbox"/> Wetland              |
| <input type="checkbox"/> Slopes more than a twenty-five percent (a 1:4 pitch or 14-degree angle) or steeper           | <input type="checkbox"/> Beach                |
| <input type="checkbox"/> On muck soils or soils known to have severe limitation for on-site sewage systems            | <input type="checkbox"/> Within a flood plain |
| <input type="checkbox"/> Known or suspected to have an abandoned well, underground storage tank or contaminated soils |   |

7. **ATTACHMENTS:** All of 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:

1. Current boundaries as of March 31, 1997
2. All divisions made after March 31, 1997 (indicate when made or none)
3. The proposed divisions covered under this application, with dimensions and **complete legal descriptions for all parcels**
4. Existing and proposed road/ easement right-of-way's
5. 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

I understand once fees are paid, they are non-refundable: \_\_\_\_\_  
(Initial)

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

Finally, 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.

10. **TAXES:** I understand that all past as well as current year taxes must be paid by December 31<sup>st</sup> of the submittal year in order to have this application processed for the next tax year. **If taxes are *not* paid by December 31<sup>st</sup>, this application becomes void and the associated fees are forfeited.**

- |  |                        |
|--|------------------------|
|  | _____                  |
|  | <i>(Initial)</i>       |
| 11. <b>CONDOMINIUM:</b> Is parcel located in a condominium?<br><i>If yes, does condominium allow land divisions?</i>     | Yes or No<br>Yes or No |
| 12. <b>SPECIAL ASSESSMENT DISTRICT:</b> Is any parcel in a special assessment district?                                  | Yes or No              |
| 13. <b>SEWER DISTRICT:</b> Is any parcel in a sewer district?  | Yes or No              |
| 14. <b>SCHOOL DISTRICT:</b> Are all parcels in the same school district?   | Yes or No              |
| 15. <b>EXISTING MORTGAGE/LAND CONTRACT</b> on any parcel?<br><i>(If yes, please attach written approval from lender)</i> | Yes or No              |

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

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

**APPLICANT- DO NOT WRITE BELOW THIS LINE**

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

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

Current Tax Paid: Yes or No Delinquent Tax Paid: Yes or No Sewer 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: \_\_\_\_\_

\_\_\_\_\_