

BUNKER HILL TOWNSHIP

**Land Division Application
Check List**

Parent Parcel Number: _____ - _____ - _____ - _____

Name

Address

City, State, Zip

This form is designed to assist in a review for compliance with applicable local zoning, land division ordinances and Sec. 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) MCL 560.101 et. seq.)

YES NO

REVIEW CHECKLIST

1. Application Complete:

- ____ A. All questions are answered: _____
- ____ B. Property owner, applicant, agent information provided
- ____ C. Proof of all due and payable taxes and special assessments have been paid
- ____ D. Map, drawn to scale, of the proposed division of the 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 divisions, and
 - ____ (4) Dimensions of the proposed divisions, and
 - ____ (5) Existing and proposed road/easement rights-of-way, and
 - ____ (6) Easements for public utilities from each parcel to existing public utility facilities
- ____ E. Proposed legal description for new road(s) or easement(s)
- ____ F. Approval from County Road Commission, MDOT, or respective city/village street administrator, for each proposed new road, easement or driveway
- ____ G. Proposed legal descriptions for each new division
- ____ H. Health Department approval for septic system for each proposed development division
- ____ I. Health Department approval for water system for each proposed development division
- ____ J. Copy of any transferred division rights (Sec. 109[4] of the Act) in the parent parcel
- ____ K. Affidavit/Application signed by proper owner and Applicant
- ____ L. \$ _____ fee paid
- ____ M. If any of the above are checked "NO", return incomplete Application for missing material

2. Municipal Zoning and Ordinance:

- ____ A. Complies with minimum parcel size of: _____
- ____ B. Complies with minimum road frontage of: _____
- ____ C. Complies with minimum width at setback of: _____
- ____ D. Complies with width to depth of: _____

3. Land Division Review:

- ___ ___ A. Proposed division(s) has/have approval from Ingham County Road Commission for access to a public road from a new road or driveway
- ___ ___ B. Adequate utility easements
- ___ ___ C. Proposed new parcel complies with zoning minimum parcel size (Sec. 8.4[1]) [Section 2 above]

4. State Statute Division Review:

- ___ ___ A. Property owner, Applicant, agent information provided (Sec. 109 [1])
- ___ ___ B. Proposed division(s) complies with Sec. 108 of the statute [number of permitted divisions]
- ___ ___ C. Legal description is adequate for each proposed parcel
- ___ ___ D. (1) Each proposed parcel does not exceed a width of 1 to a depth of 4
(2) For any parcel in excess of the width of 1 to a depth of 4 ratio, has the Ordinance criteria been met and approved
- ___ ___ E. Easements are adequate for public utilities from each new development site division to existing public utility facilities (Sec. 109 [1] [g] [iii])
- ___ ___ F. Each proposed division has an area not less than required by local Ordinance (Sec. 109 [1] [d]) [as checked in numbers 2,3 and 4 above]
- ___ ___ G. County Road Commission, MDOT, or respective village/city street administrator has approved each proposed new road, easement or driveway (Sec. 109 [1] [e])
- ___ ___ H. Proposed legal description(s) for each new division(s) is/are adequate (Sec. 109 [1] [a])
- ___ ___ I. Sewage disposal approved for each new development site division(s) by Health Department (Sec. 109 [1] [g] [ii])
- ___ ___ J. Water system approved for each new development site division(s) by the Health Department (Sec. 109 [1] [g] [i])
- ___ ___ K. Future division rights have been transferred to: _____

5. Conclusion:

- ___ ___ A. Are any of the above marked "NO"?
Letter of DENIAL giving reason sent.
- ___ ___ B. Approved.
Conditions: _____

Day: _____ Month: _____ Date: _____ : Time: _____ A.M./P.M.

Initials: _____

Additional Notes:

Requirements for Land Division

- SURVAY MAP
- 165 FT Road Easement (MIN)
- Driveway Permit Eng Co Road Comm.
- Petition State Eng Co North Dept.
- ~~1/2 acre~~ minimum buildable lot
- Cannot exceed a 4:1 Ratio on Depth.
Example:
1 acre lot with 165' frontage cannot exceed 660 FT on Depth.
- FILL OUT Land Division Application
* Submit to Bunker Hill Twp
with All the Above Information
* or Check in the amount of
\$150.00 (Fee up to 3 SPLITS)
- Prop Line ADJUSTMENTS - RD Fee w/ SURVAY

BUNKERHILL TOWNSHIP

Land Division Application
(PA 591 of 1996: MCL 560.101, et. Seq.)

You must answer all questions and include attachments or this application will be returned to you. When completed, bring or mail it to:

Bunkerhill Township
C/O Gene Ulrey
871 Decamp Rd
Stockbridge, MI 49285

Approval of a division of land is required before it is sold, when the new parcel is less than 40 acres and not just a property line adjustment.

Please fill in where you want this form sent when the application review has been completed.

Name

Address

City, State, Zip

Fee: \$ _____ Non Refundable

All information required by law must be presented to the Township before consideration of the proposed division may be undertaken.

1. PROPERTY OWNER INFORMATION:

Name: _____ Phone: (_____) _____

Street Address: _____

City: _____ State: _____ Zip: _____

2. Application Information (If not the property owner shown above)

Contact Person's Name: _____

Phone: (_____) _____

Street Address: _____

City: _____ State _____ Zip _____

3. LOCATION OF PARENT PARCEL TO BE SPLIT:

Street Number: _____ Road Name: _____

Parent Parcel Number: _____ - _____ - _____ - _____

Legal Description of Parent Parcel [attach extra sheets 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: [check one]

_____ Each new division has frontage on an existing public road

_____ A new public road, proposed road name: _____

[Proposed road name cannot duplicate existing road name]

D. Write here, or attach, a legal description of the proposed new road, if applicable:

E. Write here, or attach, a legal description for each proposed new parcels:
[attach extra sheets if necessary]:

5. FUTURE DIVISIONS:

A. List future divisions that might be allowed but not included in this Application?

B. The number of future divisions being transferred from the parent parcel to another parcel? _____

Identify the other parcel: _____

[See Section 109(2) of the statute. Make sure your deed includes both statements as required in Section 109 (3) and 109 (4) of the statute.]

6. ATTACHMENTS [All attachments MUST BE INCLUDED]: Letter all attachments as shown here.

- _____ A. A survey, sealed by a professional surveyor showing proposed division(s) of parent parcel.
- _____ B. Proposed land division map, to scale, 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 divisions, and
 - (4) Dimensions of the proposed divisions, and
 - (5) Existing and proposed road/easement rights-of-way, and
 - (6) Easements for public utilities from each parcel to existing public utility facilities, and
 - (7) Any existing improvements (buildings, wells, septic system, driveways, etc.)
- _____ C. Attach a statement of reasons for any proposed division(s) that has/have a depth-to-width ratio of **GREATER** than 4-to-1.
- _____ D. Health Department approval or permit for septic system for each proposed parcel of development.
- _____ E. An evaluation/indication that approval will occur, or a well permit, for potable water for each proposed development parcel prepared by the Health Department.
- _____ F. Written indication of approval, or permit, from the County Road Commission, MDOT, or respective city/village street administrator, for each proposed new road and/or driveway location.
- _____ G. A copy of any transferred division rights (Sec. 109 [4] of the Act) in the parent parcel.
- _____ H. A fee of \$ _____ [non-refundable]
- _____ I. Other: [Please list]: _____

7. AFFIDAVIT and permission for municipal, county and state officials to enter the property for inspections:

The statements made above are true, and if found not to be true, this Application and any approval will be VOID. I agree to comply with the conditions and regulations provided with this parent parcel division. Further, I give permission for officials of the Township, County and the State of Michigan, to enter the property where this parcel division is proposed for purposes of inspection to verify that the information on the application is correct, at a time mutually-agreed upon with the Applicant. Even if this division is approved, I understand that zoning, local Ordinances and State Acts must be complied with and might change from time-to-time requiring the divisions made here to comply with any new requirements/changes (i.e., that I must apply for division approval again), UNLESS deeds, land contracts, leases or surveys representing the approved division are RECORDED with the Register of Deeds or the division is built upon before the changes to the laws are made.

PROPERTY OWNER'S SIGNATURE: _____ Date: _____

APPLICANT'S SIGNATURE [If different than Owner]: _____

DO NOT WRITE BELOW THIS LINE

REVIEWER'S ACTION: _____ Total FEE: \$ _____ Receipt # _____

APPROVED: Conditions, if any: _____

DENIED: Reasons [Cite Sections]: _____

Signature of Reviewer: _____ Date: _____