

LAKE TOWNSHIP LAND DIVISION APPLICATION

Revised October 8, 2019

COMPLETED APPLICATIONS SHALL BE SUBMITTED TO:

LAKE TOWNSHIP ASSESSOR
PO BOX 536
HOUGHTON LAKE, MI 48629
houserman.assessing@yahoo.com

****A LAND DIVISION APPROVAL DOES NOT GUARANTEE ANY OR ALL NEW PARCEL(S) WILL BE BUILDABLE****

APPLICANT: NAME: _____

ADDRESS: _____

PHONE: _____

OWNER: NAME: _____

ADDRESS: _____

PHONE: _____

SIGNATURE OF OWNER (if other than the applicant): _____

PARENT PARCEL #: _____

PARENT PARCEL ADDRESS: _____

PARENT PARCEL LEGAL DESCRIPTION:

PROPOSED DIVISION(S) INFORMATION:

Number of new parcels requested _____

Means of access to new parcel(s):

Driveway off adjacent public road _____

Easement across other private property _____

Name of adjacent road _____

Name(s) of private property owners whose property easement will cross

Is the parent parcel or any portion of the parent parcel in PA 116? _____

**** NEED TO PROVIDE PAPERWORK FOR RELEASE OF PA 116 ****

Are there any mortgages or liens on the parent parcel? _____

What lender or type of lien? _____

FUTURE DIVISIONS/SPLITS:

If you are transferring future division rights from the parent parcel to child (split) parcels, please indicated how many divisions you are transferring to each parcel (This information must be included on the deeds for each parcel, when a new deed is created or it will not be valid)

Parcel# _____ # of future divisions _____
Parcel# _____ # of future divisions _____
Parcel# _____ # of future divisions _____
Parcel# _____ # of future divisions _____

REQUIRED ATTACHMENTS:

- A. _____ A survey completed within the prior 6-months showing each proposed division, legal descriptions of each, all easements to each parcel, all current buildings and setbacks, roads, rivers/lakes, and any other outstanding features.
- B. _____ Copy of warranty deed showing proof of ownership.
- C. _____ Copy of completed Roscommon County Land Division Tax Certification form
- D. _____ Short letter giving township personnel permission to enter the property for inspection purposes (does not include permission to enter buildings).

PROPERTY OWNER ACKNOWLEDGEMENT:

I agree that the statements made above are true to the best of my understanding. If found to not be true, this application and any approval will be void. I understand that it is my responsibility to ensure and provide proof that all aspects of the Michigan Land Division Act and local ordinance have been strictly followed prior to submitting this application.

I agree to comply with conditions and regulations provided in the Michigan Land Division Act concerning this division and have followed all such regulations and conditions in submitting this application regarding number of divisions and future rights to divide all parcels. Further, I agree that both parent and child parcels do and will comply with any other local or state regulations, statutes and ordinances currently in place and that this division does not include any representation or conveyance of rights in any other statute, ordinance, deed restriction or other property rights.

I agree that any outstanding special assessments will remain with the parent parcel and that future special assessment adjustments could be applied to one or all the divisions. If approved, I agree to register this division with the Roscommon County Register of Deeds within 90 days of approval.

Signature of applicant _____ Date _____

****Note: Incomplete applications will not be accepted****

Township Use Only:	
Date accepted for review: _____	Fee amount paid: _____
Date required to be completed by (Acceptance date + 45 days): _____	
Approved: <input type="checkbox"/> Denied: <input type="checkbox"/> Date: _____	
Reason/Conditions _____	

LAND DIVISION APPLICATION ADDENDUM

THIS FORM IS DESIGNED TO COMPLY WITH APPLICABLE LOCAL ZONING, ORDINANCE 54, AND SEC 108 & 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 SEG.)

PER LAKE TOWNSHIP ORDINANCE 54 (ADOPTED OCTOBER 2, 2018), ALL COMPLETED APPLICATIONS, WITH DOCUMENTATION, ARE REQUIRED TO BE REVIEWED BY THE LAKE TOWNSHIP ASSESSOR. UPON REVIEW, IF THE ASSESSOR DETERMINES THAT THE PROPOSED LAND DIVISION MEETS THE REQUIREMENTS OF THE LAND DIVISION ACT, ORDINANCE 54, AND COMPLIES WITH LOCAL ZONING, THE APPLICATION WILL BE PREPARED TO SEND TO THE TOWNSHIP BOARD FOR APPROVAL ON A REGULAR MEETING DATE. FINAL APPROVAL IS DECIDED BY THE TOWNSHIP BOARD.

PLEASE BE AWARE LAND DIVISIONS MAY TAKE UP TO 45 DAYS TO BE APPROVED OR DENIED. THE ZONING ADMINISTRATOR MAY NEED TO INSPECT THE PROPERTY, RESEARCH MAY NEED BE DONE, AND TOWNSHIP BOARD APPROVAL ALONG WITH ANY OTHER REQUIREMENTS/ORDINANCES MUST TO BE MET.

**** THE BASE APPLICATION FEE IS \$100. EACH NEWLY CREATED PARCEL IS \$25 ADDITIONAL. THE FEE IS PAYABLE TO LAKE TOWNSHIP AND DUE AT THE TIME OF SUBMITTING THE APPLICATION. THIS FEE IS NON-REFUNDABLE.**

ALL PROPOSED LAND DIVISIONS:

- SHALL MEET CURRENT ZONING REQUIREMENTS/ORDINANCES
- CANNOT CREATE LAND LOCKED PARCELS
- SHALL BE NO MORE THAN A 4:1 DEPTH TO WIDTH RATIO
- SHALL PROVIDE A LETTER ALLOWING/RELEASING SECURITY INTEREST ON PARCEL(S) TO BE DIVIDED AND SOLD.

ALL TAXES ARE REQUIRED TO BE PAID IN FULL - NO DELINQUENTS - MUST PROVIDE COPY OF COMPLETED ROSCOMMON COUNTY LAND DIVISION TAX CERTIFICATION, AS REQUIRED BY PA 23 OF 2019 SECTION 109(1)i.

ORDINANCE 54 EXCERPTS:

- SECTION VI (A): "Upon receipt of a land division application package, the Township Board, shall approve or disapprove the land division applied for within 45 days after receipt of the application package and shall promptly notify the applicant in writing of the decision and the reasons for any denial. If the application package does not conform to these Ordinance requirements and the Land Division Act, the Township Assessor shall return the same to the applicant for completion and refile in accordance with this Ordinance and the Land Division Act."
- SECTION VI (B): "Any person or entity aggrieved by the decision of the Township Board may, appeal the decision to the circuit court pursuant to applicable law."
- SECTION IX: "Any parcel created in noncompliance with this Ordinance shall not be eligible for any building permits, or zoning approvals, such as special land use approval or site plan approval, and shall not be recognized as a separate parcel on the assessment roll. In addition, violation of this ordinance shall subject the violator to the penalties and enforcement actions set forth in Section X of this ordinance, and as may otherwise be provided by law."
- SECTION X (A): "Any person who violates any of the provisions of this Ordinance shall be deemed responsible for a municipal civil infraction of not more than \$500.00, plus costs, which may include all direct or indirect expenses to which the Township has incurred in connection with the violation, together with all other remedies pursuant to MCL 600.8701, et seq. Each day a violation continues shall be deemed a separate municipal civil infraction."

County of Roscommon

Marcie L. Dankert, County Treasurer

500 Lake St.
ROSCOMMON, MI 48653
(989) 275-5823 Fax (989) 275-4736

LAND DIVISION TAX PAYMENT CERTIFICATION

NAME: _____ PHONE: _____

OWNER ADDRESS: _____

OWNER CITY, STATE, ZIP: _____

PROPERTY ADDRESS: _____

PROPERTY CITY, STATE, ZIP: _____

PARCEL ID NUMBER: _____

ATTACH LEGAL DESCRIPTION OF PARCEL TO BE DIVIDED

CERTIFICATION DENIED

The Roscommon 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 Roscommon 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.

A Certification Fee of \$5.00 is due and payable to Roscommon County Treasurer, 500 Lake Street, Roscommon, MI 48653.

Certification Fee Collected: Cash _____ Check _____ Credit _____

Certified by: _____ Date Certified: _____