

# CHARTER TOWNSHIP OF ALPENA

## LAND DIVISION/COMBINATION APPLICATION

The applicants must answer ALL questions and include ALL attachments, or this form will be returned without consideration.

1. **NAME OF TOWNSHIP** where parcel to be split is located: \_\_\_\_\_

2. **OWNERS NAME AND ADDRESS INFORMATION**

List names of all owners of parent parcel(s) to be split: \_\_\_\_\_

\_\_\_\_\_

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

Owners City: \_\_\_\_\_

Owners State: \_\_\_\_\_ Owners Zip Code: \_\_\_\_\_

Owners Phone: \_\_\_\_\_ Owners Fax: \_\_\_\_\_

3. **ADDRESS OF PROPERTY:** \_\_\_\_\_

4. **PARENT PARCEL NUMBER:** \_\_\_\_\_

5. **LEGAL DESCRIPTION OF PARENT PARCEL:** (attach extra sheets if necessary)

6. **PROPOSED LAND DIVISION INFORMATION:**

A. Number of new parcels being requested: \_\_\_\_\_

B. Intended use (residential/agricultural/etc): \_\_\_\_\_

C. Access from each new parcel to an existing public road will be: (must check all that apply)

\_\_\_\_\_ Frontage of an Existing Public Road

\_\_\_\_\_ New Public Road      New Public Road Name: \_\_\_\_\_

\_\_\_\_\_ New Private Road      New Private Road Name: \_\_\_\_\_

\_\_\_\_\_ Recorded Easement      Easement Liber/Page: \_\_\_\_\_

\_\_\_\_\_ Road or Easement Description: \_\_\_\_\_

**7. FUTURE DIVISION RIGHTS AND TRANSFERS:**

- A. Is the owner making all divisions that are allowed for the parcel?    **YES 9      NO 9**
- B. If not all divisions are being made, how many remaining divisions are allowed for the parent parcel?

Enter number of remaining divisions: \_\_\_\_\_

- C. If there are remaining future divisions that may still be made, is the right to make future divisions being transferred from the parent parcel to any other parcel?  
**YES 9                      NO 9**

- D. If rights are being transferred, how many rights are transferring?

Enter number of transferring divisions: \_\_\_\_\_

**8. DEVELOPMENT SITE LIMITATIONS:** Check each that applies as a condition which exists on the Parent Parcel, or any of the child parcels.

- 9 Is within the DNR Critical Dunes area
- 9 Has riparian or littoral rights
- 9 Lies within the Lake Huron High Risk Erosion Setback Area
- 9 Includes a wetland
- 9 Includes a beach
- 9 Lies within a flood plain
- 9 Has a slope of >25%
- 9 Includes areas of Muck Soils
- 9 Includes an abandoned well, underground storage tank or contaminated soils

**9. PROPERTY TAXES AND ASSESSMENTS:** Have all due property taxes and any due installments of special assessments on the parcel been paid? (Note: this application will not be considered if there are unpaid or overdue property taxes or installments of special assessments.)

Have all taxes and assessments been paid?    **YES 9      NO 9**

**10. REQUIRED ATTACHMENTS TO THE LAND DIVISION APPLICATION:** The following items must be attached in order to proceed with the review of this application. If any needed items are not attached, the application will be returned without consideration.

- A. LEGAL DESCRIPTIONS:** A complete and accurate legal description of each new proposed division(s) of the parent parcel (including a new description for the remaining parent parcel), and each new proposed easement, road, or shared driveway is required.

Are descriptions attached for all new parcels and the remaining parent parcel?    **YES 9      NO 9**

**B. SURVEY OF PROPOSED DIVISIONS:** A survey, sealed by a professional surveyor, of the proposed divisions of the parent parcel. Note: the Township official may waive the survey map requirement where a tentative parcel map (showing the boundary lines, dimensions, and the accessibility of each division from existing or proposed public roads for auto traffic and/or public utilities) is deemed to contain adequate information to approve a proposed land division considering the size, similar nature of the divisions, and the undeveloped character of the territory within which the proposed divisions are located. An accurate legal description of all the proposed divisions, however, shall at all times be required. The survey must show the following information:

1. The boundaries of the parent parcel as it existed as of March 31, 1997; and
2. Any previous divisions made of the parent parcel after March 31, 1997, with indication as to when those divisions were made; and
3. The location of the proposed division(s) line(s); and
4. The dimensions of the proposed divided parcels; and
5. The location of existing and any proposed roads, driveways, and/or easements; and
6. The location of any existing or proposed easements for public utilities from each parcel to existing public utility facilities; and
7. Any existing improvements such as buildings, wells, septic systems, drives, garages, etc; and
8. The location of any of the features checked in response to question #8 (Site Development Limitations). A survey or map is REQUIRED to process this application.

Is a survey or site plan map meeting these requirements attached?   **YES 9**           **NO 9**

**C. SEPTIC/WATER APPROVAL:** Created parcels of One (1) acre or less, shall have approval from the Alpena County Health Department #4 indicating that each proposed parcel (s) to be created by the division(s) are suitable for installation of a septic system and water well. (Note: this requirement is waived as to septic system and well approval for each parcel that will be served by a public water or sewer system.)

Is the Septic/Water Approval attached?   **YES 9**           **NO 9**

**D. DRIVEWAY APPROVAL:** An approval or permit from the Alpena County Road Commission or Michigan Department of Transportation as to driveway and road access for each proposed division.

Is this approval attached?   **YES 9**           **NO 9**

**E. PRIVATE ROAD NAME APPROVAL:** Private road name approval from Alpena Township is required for new private roads.

Is the private road name approval attached?                                   **YES 9**           **NO 9**

**F. PROOF OF OWNERSHIP:** A copy of the deed, land contract memorandum, or other recorded instrument in which the owner(s) obtained title to the parcel should be attached.

Is this document attached?   **YES 9**           **NO 9**

**G. ZONING APPROVAL:** A document confirming zoning compliance should be provided.

Is the zoning approval attached?   **YES 9**           **NO 9**

**11. STATEMENT OF OWNERS:** I (we) agree that the statements made above are true, and if found not to be true, this application and any approval based upon this application will be void. I (we) agree to comply with the conditions and regulation applicable to this application and applicable to the parent parcel division. I (we) hereby give permission for officials of the Township to enter the property at reasonable times where the parcel division is being proposed for purposes of inspection to verify that the information on the application is correct. I (we) further understand that any approval granted by the Township with respect to this Land Division/Combination Application applies only to the Township's Land Division/Combination Ordinance, the Township's Zoning Ordinance, and the State of Michigan Land Division Act (formerly the Subdivision Control Act) as amended. I (we) understand that approval of this Land Division Application does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights. Finally, even if this application is approved, I (we) understand that zoning, local ordinances, and State Acts change from time to time, and if changed, the divisions made here must comply with any applicable new requirements unless deeds, land contracts, leases, or surveys representing the approved divisions are recorded with the Register of Deeds for Alpena County, or the division is built upon before the changes to such ordinances or laws are made.

**12. SIGNATURES OF OWNERS:**

Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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***This Section for Official Use Only***

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Payment of: \$ \_\_\_\_\_ Received on: \_\_\_\_\_

Comments:

**Schedule of Fees**

Property Combination: No Charge

Property Division: \$50.00 first division, \$25.00 for additional divisions done at same time

# Property Tax Certificate

**\*\*\* It is the applicant's responsibility to have this portion of the application completed by your County Treasurer's Office \*\*\***

*For the County Treasurer's contact information, please see page 6*

Parent Parcel Number: \_\_\_\_\_

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

Property Tax's are paid in full \_\_\_\_\_ (County Treasurers Initials)

I hereby certify that for the five years preceding the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ that there are no tax liens or titles held by the state for any unpaid taxes, except such taxes as may be in the process of collecting.

Property Tax's are DUE & OUTSTANDING \_\_\_\_\_ (County Treasurer's Initials)

Years Due: \_\_\_\_\_

Foreclosure: \_\_\_\_\_

I, hereby, certify that the above information is true and accurate to the best of our ability.

County Treasurer's Signature: \_\_\_\_\_

County Treasurer's Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_

Charter Township of



Attention Property Owner,

You have requested a mid-year land division. The Alpena County Treasurer no longer will process mid-year land divisions. The land division applied for in the current year will not go on the assessment roll until the following year. Therefore, the owner requesting the land division in the current year will be receiving the entire tax bill for the current year. If one or more of the requested divisions is sold in the current year then it will be between the original owner and the purchaser to decide how much each party will responsible for on the current year tax bills. The Charter Township of Alpena does not prorate taxes. Please sign and date this signifying that you have been notified of taxes and mid-year land divisions.

Property Owner Signature

\_\_\_\_\_ Date: \_\_\_\_\_