

**Lee Township**  
P.O. Box 427, 877 56<sup>th</sup> St.  
Pullman, MI 9450  
Phone (269) 236-6485 Fax (269) 236-6528  
www.leetwp.org

## LAND DIVISION APPLICATION

**ALL QUESTIONS MUST BE ANSWERED AND ALL ATTACHMENTS INCLUDED FOR PROCESSING OF THIS APPLICATION.**

This form is designed to comply with applicable land division ordinances and PA 591 of 1996 and PA 87 of 1997.

In order to process and approve a land division, the following requirements must be met:

1. Submit with application an official copy of the "Land Division Tax Payment Certificate Form" with approved signatures from county treasurer and drain office. This form can be obtained from the Allegan County Treasurer's office.
2. Each "resulting" parcel that is a "development" site must be "Accessible" as defined by Section 102 (j) (existing or proposed driveway or easement to public road).
3. Each "resulting" parcel that is less than 10 acres cannot have a depth to width ratio of more than 4 (depth cannot exceed 4 times width).

**OFFICE USE ONLY, PLEASE DO NOT MARK IN BOXES BELOW.**

This application is for the purpose of processing which of the following:

- Quit claim deed from seller to seller for marketing purposes (future sale) Division final
- Warranty deed from seller to buyer immediate sale. Division final
- No deed presented - Temporary Approval of lot splits for marketing purposes. Division pending.  
**(Building permits will not be issued without tax parcel number and address)**

**Approval valid for one (1) year after the approval date for marketing purposes only. Void after one (1) year if documents transferring property not supplied to Township Assessor.**

**\$ 100.00 APPLICATION FEE** - This fee applies to all requests for splits and/or divisions and lot line adjustments.

**\$ 50.00 Per Parcel - SPLIT/DIVISION FEE** - The fee is \$50.00 for each parcel created including remainder (The remaining parent counts as one division during first split). A fee of \$50.00 for each parcel is charged for courtesy splits. There is no fee for combinations but a request to combine must be completed. All other splits exempt under PA 591 and lot line adjustments are still required to complete the application but are not required to pay the split/division fee and the number of exempt divisions taken do not count against the number of State entitled divisions.

**Fee is non-refundable for void or denied applications.**

In the box listed below, print where you want this form sent when completed.

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

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

City, State, Zip: \_\_\_\_\_

**IMPORTANT:** The tax bill for the original parcel will not be divided until the following year. The parties to the transaction should be in agreement on how to divide the current tax bill including both July and December billings.

1. Location of original parent parcel to be split:

Street Address (if available): \_\_\_\_\_

Parcel ID# of parent parcel to be split: \_\_\_\_\_

Does owner own any parcels of property contiguous to the parent tract being split? YES or NO ( circle one). If yes, list parcel ID #'s of contiguous properties:

\_\_\_\_\_

Total acreage of parent tract and all contiguous property: \_\_\_\_\_

Number of Divisions requested under PA 591 (remaining parent tract counts as a division during first split under PA 591): \_\_\_\_\_

State law now defines the parent parcel as all contiguous parcels under the same ownership as of March 31, 1997. The acreage used to develop the amount of divisions a property owner is entitled to is based on the total acreage of the entire parent tract. The remaining parent tract always counts as a new parcel for application fee purposes, but only counts against your number of state entitled divisions the first time a split occurs under PA 591.

2. Property Owner Information:

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

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

Attachments: (All attachments MUST be included for the application to be processed). Letter each attachment as shown here. Label each legal description to correspond with survey.

A. A survey or map/drawing of parent parcel drawn to a scale of 1"=20', 1"=50', 1" = 100', 1"=200', 1" = 400', or 1" = 1000'. The scale used shall best represent the property and improvements. If a map/drawing is not submitted, the forty-five (45) day time limit is waived. The Township Assessor may refuse any map/drawing. The survey or map/drawing will include the following:

1. Parent parcel boundaries as of March 31, 1997.
2. All previous divisions made after March 31, 1997.
3. The labeled proposed divisions.
4. Dimensions of the proposed divisions.

- 5. Scaled location of any improvements (buildings, wells, septic systems, etc.).
- 6. Existing and proposed road right of ways.

B. A legal description for the entire parent tract, the newly created remaining parent tract, and all other newly created parcels. All the descriptions for the newly created parcels will be labeled to correspond with the survey or map/drawing.

3. **AFFIDAVIT** - 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 the property where this parcel division is requested for purposes of inspection to verify that the information on the application is correct at a time mutually agreed with the applicant. I understand this is only a parcel division which conveys only certain rights under the applicable local land division ordinance, the local Single Family ordinance, and the State Land Division Act and does not include any representation or conveyance of rights in any other statute, building code, local ordinance, deed restriction or other property rights. Township land division approval in no way guarantees the issuance of a building permit. I realize that the owner splitting the original property can assign future divisions remaining to specific parcels. If no location of these "leftover" splits is designated they are automatically assigned to the remaining parent parcel created [see section 109 (2) of the statute. Make sure your deeds include both statements as required in section 109 (3) and 109 (4) of the statute]. I also realize that taxes must be paid in full on the parent parcel for the deeds to be recorded and the split to be processed at the county level and that I must supply recorded or unrecorded documents to the Township Assessor to finalize the division.

\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Date**

**Assessor Signature** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Action Taken:** \_\_\_\_\_ **APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Approval valid for one year after approval date. Void after one year if documents transferring property not supplied to Township Assessor.

\*\*\*\*\*  
 INTERNAL USE

Fee Amount Received: \_\_\_\_\_ Check # \_\_\_\_\_

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

**\* Fees must be paid before application can be approved.**

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**SPLIT APPLICATION CHECK LIST**  
**Internal Tracking Document**

\* **Seller\Applicant- Do Not fill out.**

NAME: \_\_\_\_\_

PARENT PARCEL# \_\_\_\_\_

\_\_\_\_\_ Split applied for on \_\_\_\_\_

\_\_\_\_\_ Returned with Survey to Township Assessor for approval on \_\_\_\_\_

\_\_\_\_\_ Township Assessor projects obtaining new parcel numbers on \_\_\_\_\_

\_\_\_\_\_ Township Assessor projects mailing to the Applicant on \_\_\_\_\_

Mailing will include:

1. Copy of submitted survey with new parcel numbers posted appropriately for Seller to use in all future documents.
2. A Copy of approved Split Application for Seller's records.
3. A Property Transfer Affidavit to be filled out by the Buyer and returned to Township Office within 45 days of the transfer.
4. A Principal Residence Exemption application to be filled out by the Buyer, if eligible, and returned before May 1<sup>st</sup> of the current year.

\_\_\_\_\_ Recorded at Register of Deeds \_\_\_\_\_