



# Manistee County Parcel Division Application

You **MUST** answer all questions and include all attachments, or this will be returned to you. Bring or mail to: the township, village or city zoning administrator where the proposed division is located.

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 (§102(c&f)).  
In the box, below, fill in where you want this form sent, when the review is completed.

_____	name
_____	address
_____	city, state, zip

This form is designed to comply with §901. and §902. of the Manistee County Subdivision and Condominium Control Ordinance of March 1987, as amended and §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.)

Number of splits allowed by Statute: \_\_\_\_\_ Parcel Number \_\_\_\_\_  
Number of splits requested: \_\_\_\_\_ Name: \_\_\_\_\_  
Control Number \_\_\_\_\_ Date: \_\_\_\_\_

1. LOCATION of parent parcel to be split:  
Address: \_\_\_\_\_, Road Name: \_\_\_\_\_  
Parent parcel number: 5 1 - \_\_\_\_\_  
Legal description of Parent Parcel (attach extra sheets if needed): \_\_\_\_\_

Township or Village Name: \_\_\_\_\_

2. PROPERTY OWNER Information:  
Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Address: \_\_\_\_\_ Road Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

3. APPLICANT information (if not the property owner):  
Contact Person's Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Address: \_\_\_\_\_ Road Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

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: \_\_\_\_\_  
(Road name can not duplicate an existing road name.)  
\_\_\_\_\_ Attach a copy of County Planning Commission approval.  
\_\_\_\_\_ A new private road, proposed road name: \_\_\_\_\_  
(Road name can not duplicate an existing road name.)  
\_\_\_\_\_ Attach a copy of County Planning Commission approval.  
\_\_\_\_\_ A recorded easement (driveway). (Can not service more than two potential site.)

4A. Write here, or attach, a legal description of the proposed new road, easement or shared driveway (attach extra sheets if needed): \_\_\_\_\_

4B. Write here, or attach, a legal description for each proposed new parcel (attach extra sheets if needed): \_\_\_\_\_

5A. FUTURE DIVISIONS that might be allowed but not included in this application? \_\_\_\_\_

5B. 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. DEVELOPMENT SITE LIMITS Check each that represents a condition which exists on the parent parcel. Any part of the parcel:

- is in a DNR-designated critical sand dune area.
- is riparian or littoral (it is a river or lake front parcel).
- is affected by a Great Lake High Risk Erosion setback
- includes a wetland.
- includes a beach.
- is within a flood plain.
- includes slopes more than twenty five percent (a 1:4 pitch or 14° angle) or steeper.
- is on muck soils or soils known to have severe limitations for on site sewage systems.
- is known or suspected to have an abandoned well, underground storage tank or contaminated soils.

7. ATTACHMENTS (all attachments must be included). Letter each attachment as shown here.

- A. A map/drawing drawn to scale of \_\_\_\_\_ (insert scale), of proposed division(s) of parent parcel.
  - (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 division(s), 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.)
  - (8) any of the features checked in question number 6.
- B. A soil evaluation or septic system permit for each proposed parcel prepared by the Manistee-Mason District Health Department, or each proposed parcel is serviced by a public sewer system.
- C. An evaluation/indication of approval will occur, or a well permit for potable water for each proposed parcel prepared by the Manistee-Mason District Health Department, or each proposed parcel is serviced by a public water system.
- D. Indication of approval, or permit from Manistee County Road Commission, MDOT, or respective city/village street administrator, for each proposed new road, easement or shared driveway.
- E. A copy of any transferred division rights (§109(4) of the Act) in the parent parcel.
- F. A fee of \$ \_\_\_\_\_
- G. Other (please list) \_\_\_\_\_

8. IMPROVEMENTS Describe any existing improvements (buildings, well, septic, etc.) which are on the parent parcel, or indicate none (attach extra sheets if needed):

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

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

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 proposed for purposes of inspection to verify the information on the application is correct. Finally, I understand this is only a parcel division which conveys only certain rights under §902 and §901 of the Manistee County Subdivision and Condominium Control Ordinance of March 1987, as amended, the local zoning ordinance and the State 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.), and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction 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 Manistee County Register of Deeds or the division is built upon before the changes to laws are made.

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

DO NOT WRITE BELOW THIS LINE:

Reviewer's Action \_\_\_\_\_ TOTAL \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Approved: Conditions, if any: \_\_\_\_\_

Denied: Reasons (cite §): \_\_\_\_\_

Signature and date: \_\_\_\_\_ [county form March 24, 1997: FORMLTRIPARCTWP.APP]



Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

**RACHEL NELSON, TREASURER**  
email: [treas@manisteecountymi.gov](mailto:treas@manisteecountymi.gov)  
Phone: (231) 723-3173

### Land Division Tax Payment Certification Form

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

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

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

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

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

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

**\* Attach a description of the parcel to be divided\***

**[ ] CERTIFICATION DENIED**

The Manistee 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 Manistee 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 or special assessments, if any, now in the process of collection by the City, Village or Township Treasurer.

**[ ] APPLICATION DATED ON OR AFTER MARCH 1 & PRIOR TO LOCAL  
TREASURER RETURNING CURRENT DELINQUENT TAXES**

The return of current delinquent taxes not available for examination.

Certified by: \_\_\_\_\_ Date Certified: \_\_\_\_\_