

MELROSE TOWNSHIP
PARCEL DIVISION/RECONFIGURATION APPLICATION

P.O. Box 189
Walloon Lake MI 49796-0189

You MUST answer all questions and include all attachments, or this form will be returned to you. Mail this application, along with a \$150 check (payable to Melrose Township) to the Melrose Township Zoning Administrator, P.O. Box 189, Walloon Lake, MI 49796. You may also drop the application off at 04289 M-75 N., Walloon Lake. Questions? Call (231) 535 -2310.

Approval of a division of land is required before it is sold when a **new parcel is less than 40** acres. Approval is also required when property is transferred from one parcel to an adjoining parcel.

This form is designed to comply with Act 288 of the Public Acts of 1967, as amended, and Act 246 of the Public Acts of 1945, as amended, and the Melrose Township Parcel Division Ordinance.

Approval of a division or property transfer is not a determination that the resulting parcels comply with other ordinances or regulations.

1. **LOCATION OF PARENT PARCEL** to be split: Street Address: _____

PARENT PARCEL TAX IDENTIFICATION NUMBER: 15-010- _____

Parent Parcel Legal Description (describe or attach): _____

2. **PROPERTY OWNER INFORMATION (if more than one owner, attach separate sheet):**

Name: _____ Address: _____

Phone: () _____

3. **ATTACHMENTS:** All the following attachments **MUST** be included for both divisions and property transfers. **Letter each attachment as shown:**

A. A survey of the land proposed to be divided, or the land involved in the property transfer showing:

- (1) The dimensions of the lot, parcel, or tract of land to be divided, or the lots or parcels involved in a property transfer.
- (2) The dimensions of the lots, parcels, or tracts of land that will result from the division or property transfer.
- (3) The location of all current easements on the lot, parcel, or tract of land to be divided, or on the lots or parcels involved in a property transfer.
- (4) The location of all proposed easements (both utility easements and ingress/egress easements) on the lots, parcels or tracts of land that will result from the division or property transfer.
- (5) All buildings and structures on the lot, parcel, or tract of land to be divided, or on the lots or parcels involved in a property transfer and the distances between these buildings and structures and the original property lines of the lot, parcel, or tract of land to be divided, or the lots or parcels involved in a property transfer; and
- (6) The distances between these buildings and structures and the property lines of the lots, parcels, or tracts of land that will result from the division or property transfer.

- B. A map showing the location of the lot, parcel, or tract of land to be divided, or the lots or parcels involved in a property transfer within the township.
- C. Legal descriptions, certified by a registered land surveyor licensed by the State of Michigan, of the lots, parcels, or tracts of land that will result from the division or property transfer.
- D. If the lot, parcel, or tract of land that will result from the division or property transfer will be a development site, then indication of approval or permit from either MDOT or the Charlevoix County Road Commission for a driveway or easement that provides vehicular access to an existing road or street and meets all applicable MDOT or Road Commission location standards.
- E. A statement of the intended use of the property to be divided or to be transferred.
- F. A fee in the amount of \$150.00

{{Complete Section 4 for divisions **OR** section 5 for transfers}}

4. **PROPOSED DIVISION(S):** In addition to the attachments required under paragraph 3 above, a proposed property division must also include or demonstrate the following:
 - A. Number of proposed lots or parcels: _____
 - B. The history of the prior division of the parent parcel from which the Applicant's parcel or tract of land came and proof that the Applicant holds the right to divide the parcel or tract of land proposed for division. _____
 - C. That each proposed lot or parcel has a depth to width ratio of no more than 4 to 1.
 - D. That each proposed lot or parcel has a width of _____ (not less than required by Melrose Township Zoning Ordinance).
 - E. That each proposed lot or parcel has an area _____ (not less than required by Melrose Township Zoning Ordinance).
 - F. If a proposed lot or parcel has structures located on it, that the new property boundaries are located to comply with all setback requirements of the Melrose Township Zoning Ordinance.
 - G. That each proposed lot or parcel is provided access as follows: (check one)
 - a) _____ By an existing public road. Road name: _____
 - b) _____ By a new public road. Proposed road name: _____
 - c) _____ By a new private road. Proposed road name: _____
 - H. Describe or attach a legal description of proposed new road, easement, or shared driveway.

5. **PROPOSED PROPERTY TRANSFER(S):** In addition to the attachments required under paragraph 3 above, a proposed property transfer must also include or demonstrate the following:
 - A. Describe or attach a legal description of the property being transferred.

 - B. Describe or attach a legal description of the property from which the property will be transferred. _____
 - C. Describe or attach a legal description of the property to which the property will be transferred.

- D. The lots or parcels remaining after the property transfer will each have a width of _____ (not less than required by Melrose Township Zoning Ordinance).
- E. The lots or parcels remaining after the property transfer will each have an area of _____ (not less than required by Melrose Township Zoning Ordinance).
- F. If the lots or parcels remaining after a property transfer have structures located on them, the new property boundaries must be located to comply with all setback requirements of the Melrose Township Zoning Ordinance.

6. **FUTURE DIVISIONS:** Indicate number of future divisions being conveyed from the parent parcel to another parcel. _____ See section 109(2) of the Land Division Act. Make sure your deed includes both statements as required in 109(3) and (4) of the Act. [Note: Future divisions do not apply to property transfers.]

7. **IMPROVEMENTS:** Describe any existing improvements (buildings, well, septic, driveways, etc.) which are on the parent parcel or indicate none.

8. **AFFIDAVIT** and permission for township, 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 conditions and regulations provided with this parent parcel division. Further, I agree to 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. Finally, I understand this is only a parcel division which conveys certain rights under the Melrose Township Parcel Division 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 and P.A. 87 of 1997; MCL 560.101, et seq; MSA 26.430, et seq.) and does not include any representation or conveyance of rights in any other statute, zoning ordinance, deed restrictions or other property rights.

Finally, even if this division is approved, I understand local ordinances and state acts change from time to time. Therefore, I hereby acknowledge that any approval of a division or property transfer shall expire and a new approval required after ninety (90) days from the date of the approval, unless I record in the Charlevoix County Register of Deeds Office an instrument of conveyance documenting the division of property transfer and file a copy of the recorded instrument with the zoning administrator within 90 days of approval.

Property Owner's Signature: _____ **Date:** _____

<i>For office use only</i>	
Reviewer's action: Total Fee: _____	Check # _____ Date Received: _____
Approval Date: _____	Denial Date: _____
Reasons for denial: _____ See attached	
Signature: _____	