

KEENE TOWNSHIP

8505 Potters Rd., Saranac, MI 48881

LAND DIVISION APPLICATION

You **MUST** answer all questions and include all attachments, or this will be considered an incomplete application and will be returned to you, delaying the approval. All required information on the application form along with the fee is to be submitted to the Administrator at the address listed **at the bottom of this page- no emailed applications accepted.**

The Administrator has **45 DAYS** by law after receiving a COMPLETE application to make a decision on the application. If additional items are required, or the application is incomplete, you will receive a letter, email or phone call informing you what is required for approval. If approved, you will receive an approval letter/permit from the Administrator's office by mail or through email, if provided.

The number of splits allowed depends upon the amount of the land of the **Parent Parcel** (ORIGINAL PARCEL) or **Parent Tract** if there are abutting parcels owned by the same party as it looked on **MARCH 31, 1997**. The owner of the parent parcel or parent tract retains all division rights unless they were conveyed on a deed to another parcel.

All deeds for parcels of unplatted land within the State of Michigan after the effective date of this act shall contain the following Statement:

The grantor grants to the grantee the right to make _____ division(s) under Section 108 of the Land Division Act, Act No. 288 of the public Act of 1967. (zero or a number should be entered)

ALL OWNER(S) of **EVERY PARCEL** being SPLIT, COMBINED OR HAVING THE BOUNDARY LINES ADJUSTED must sign the application before it is given to the Administrator.

Approval of this application is NOT a determination that the resulting parcel(s) comply with other ordinances or regulations; examples include, but are not limited to the following; private road construction, easement construction, health department, road commission requirements and/or your mortgage agreement.

Application fee: \$100 per resulting parcel (\$200 for splitting one parcel into two parcels and \$100 per additional parcel). Make check out to Keene Township.

The application, application fee, and all questions should be directed to the Zoning Administrator or other designated person authorized to review land division applications. Check the website for contact information. www.keenetownshipmi.gov

For any Assessor questions, check the website for contact information. www.keenetownshipmi.gov

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TODAY'S DATE: _____

APPLICANT _____

ADDRESS _____

PHONE _____

EMAIL _____

How many parcels are affected by this application? _____

Parcel #: _____ Current Acreage: _____

Parcel #: _____ Current Acreage: _____

Parcel #: _____ Current Acreage: _____

How many NEW parcels will be created by this application: _____

Describe what you are proposing and include acreage information and parcel numbers:

- Has this parcel been divided since MARCH 31, 1997 Yes or No
- IF YES- How many times has it been divided since this date- into what parcels?

This division may not exceed the maximum number of allowable divisions/re-divisions allowed by the Land Division Act. The maximum number of splits available depends on what the property looked like on March 31, 1997, minus any divisions since. If you aren't sure if you have the right to split, you may need to research deeds and transfers of property since this date. Your deed may depict the number of split rights you have available.

- Do you have the legal right to split the property? Yes or No
- Does each resulting parcel have adequate road frontage or a private road that meets the Keene Township zoning ordinance? Yes or No (Zoning information can be found on the website at www.keenetownshipmi.gov)
- Do the proposed parcels meet the minimum acreage size per the Keene Township Zoning ordinance? Yes or No (Zoning information can be found at www.keenetownshipmi.gov)
- Are any delinquent taxes owed on the above referenced parcels? Yes or No
- Are current taxes and last 5 years paid on the above referenced parcels? Yes or No
- Do you have a mortgage on the property? Yes or No
- If there is a mortgage, has the bank approved a land division? Yes or No

Are any of the above referenced parcels or any portion of these parcels in a **PA 116** program or **THE FARMLAND PRESERVATION PROGRAM**? Yes or No

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ITEMS REQUIRED for APPLICATION

You **MUST** answer all questions and include all attachments, or ***this will be considered an incomplete application and will be returned to you*** delaying your approval. Please initial and answer every line and provide the required items before turning in the application to avoid delays with the approval.

Attach a copy of your deed showing you own and have the right to split the property.

How many split rights do you have before this application? _____

If split rights remain after this application, are you transferring any remaining split rights to the newly created parcel? **YES or NO**

- **If yes, YOU MUST FILE FORM L-4260a- as part of this application -this form is a State of Michigan form and can be found online. The transfer deed must depict this information by a NUMBER.**

_____(initial) This split may not exceed the maximum number of allowable divisions of the parent parcel that was present on March 31, 1997, or the number of re-divisions allowed by the Land Division Act. (see last page)

SURVEY/TO SCALE DRAWING & LEGAL DESCRIPTIONS

Attach a copy of a legal survey(s) prepared by a licensed land surveyor OR an accurate to-scale drawing which includes the following:

1. _____ **Adequate and accurate legal descriptions for every new parcel(s)**
2. _____ **Adequate and accurate legal description for the remainder of ALL original parcels.**
3. _____ **Adequate and accurate legal descriptions of any ingress/egress easement**
4. _____ **All lot line dimensions noted on survey or drawing**
5. _____ **All buildings and distances from lot lines provided on survey or drawing (must meet zoning setbacks)**
6. _____ **Any known easements for public utilities noted on survey or drawing**
7. _____ **Any driveway easement or proposed private road noted**
8. _____ **Acreage and road frontage of each resulting parcel noted**
9. _____ **Not be narrower than 4:1 (parcel depth to width ratio for parcels less than 10 acres)**

COUNTY TAX CERTIFICATE REQUIRED

One of the following MUST BE PROVIDED AS PART OF THIS APPLICATION:

_____(initial) (i) All property taxes and special assessments due on the parcels or tract subject to the proposed change for the 5 years preceding the date of the application have been paid, as established by a certificate from the **County Treasurer** of the county in which the parcel or tract is located.

_____(initial) (ii) If property taxes or special assessments due on the parcel or tract subject to the proposed division have not been paid, the unpaid property taxes or special assessments have been apportioned by the township assessing officer as provided by section 53 of the general property tax act, 1893 PA 206, MCL 211.53. Any apportioned property taxes or special assessments are a lien against the parcels or tracts as apportioned by the assessing officer and shall be treated in the same manner as property taxes and special assessments of the year of the original assessment for the purpose of collection and sale for delinquent taxes under the general property tax act, 1893 PA 206, MCL 211.1 to 211.155.

_____(initial) Proof that current year taxes are paid up-to-date at time of application.

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ADDITIONAL INFORMATION REQUIRED:

_____(initial) Each resulting parcel has adequate easements for public utilities from the parcel to existing public utility facilities: YES OR NO

_____(initial) This split cannot land lock a cemetery.

_____(initial) All transfer deeds for parcels of unplatted land within the State shall contain the following Statement: ***"The grantor grants to the grantee the right to make [insert "zero", a number, or "all"] division(s) under section 108 of the land division act, 1967 PA 288, MCL 560.108."*** In the absence of a statement, the right to make divisions stays with the remainder of the parent tract or parcel retained by the grantor.

_____(initial) All deeds for parcels of unplatted land within this state executed after March 31, 1997 shall contain the following statement: ***"This property may be located within the vicinity of farm land or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan right to farm act."***

_____(initial) If there is an adjustment/transfer of land between TWO or more owners, a Property Transfer Affidavit must be filed with the assessor's office within 45 days of transfer. (Please attach a legal description to this document to assure that the assessor understands which portion of the parcel transferred ownership)

_____(initial) If approved: the new parcel numbers with new acreage totals **WILL NOT** be on the tax roll until the NEXT tax year (example: approval given 2024, the new parcels will not be created until 2025)

_____(initial) The current year SUMMER and WINTER tax bills will still reflect the original parcel numbers and acreage totals as they looked BEFORE the land division approval- the parcels will change NEXT tax year.

_____(initial) The current tax year- SUMMER and WINTER tax bills will be sent to the original parcel owner(s) and address(es) even if PART of the parcel is sold THIS tax year. The entire tax bill will be sent to the original owner.

_____(initial) The township DOES NOT prorate taxes based on approval of this land division application.

_____(initial) Each resulting parcel does not exceed the depth to width ratio of 1 to 4 per the Land Division Act.

_____(initial) All resulting parcels must NOT be land locked. If there is no road frontage, each resulting parcel must meet the requirements of the Keene Township Land Division Ordinance by easement or private road.

_____(initial) Attach a legal description of any proposed new road, easement, or shared driveway if applicable. (check with the Township Zoning Administrator if a new driveway is required to access any of the proposed properties.)

_____(initial) Attach notification of all Parcels that may use the easement. (Surrounding parcels) - if applicable.

_____(initial) Does each new parcel have at least 200 feet on a public or private road frontage? YES or NO

_____(initial) Does each new parcel have a minimum of 2.5 acres? YES or NO

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ITEMS TO PROVIDE AS PART OF YOUR APPLICATION

_____ (initial) Check made out to **KEENE TOWNSHIP** for application fee (fee schedule on page 1). All **OWNER(S)** of properties being SPLIT **must sign and approve** the land division application before it is given to the Administrator. Please sign with the understanding that the transfer of any portion of land to a new owner will require a filed transfer document (deed or land contract), and a Property Transfer Affidavit provided to the Keene Assessor within 45 days of the transfer of ownership.

_____ (initial) The township does NOT record any documents as a result of this application or approval. The recording of any deeds or survey documents is the responsibility of the property owner AND must be done if there is any transfer of ownership of a newly approved split parcel. Surveys must be recorded with all deeds.

SIGNATURE(S) OF ALL OWNERS:- (owners of all affected parcels must approve the land division request)

Parcel #: _____ Owner's name(s): _____

Signature(s): _____

Parcel #: _____ Owner's name(s): _____

Signature(s): _____

Parcel #: _____ Owner's name(s): _____

Signature(s): _____

SIGNATURE OF OWNER(s)

• Approval of this application is NOT a determination that the resulting parcel(s) comply with other ordinances or regulations; examples include, but are not limited to the following: private road construction, easement construction, health department, road commission permits/requirements and/or your mortgage agreement. The Township, contracted employees and Township Board members are not held liable for the denial or approval of this application. • I agree the statements made on this document are true, and if found not to be true, this application and any approvals will be void. • I agree to give permission for officials of the municipality to enter onto property involved in this application for purposes of inspection, to verify that the information on the application is correct, at a time mutually agreed upon with the applicant. • Further, I understand that any approval hereunder only constitutes approval of requested legal descriptions and does not provide, constitute, infer, or imply buildability or compliance with any applicable statute, law, building code, deed restriction, or property right. • Further, I understand that the Land Division/Transfer/Combination application may take up to 45 days to be processed. Further, I understand that property tax bills may be issued using the parent parcel(s). I agree to have the tax bills and other township liens charged/billed during this period paid by the appropriate party. • Finally, even if this land division is approved, I understand local zoning ordinances and State Acts change from time to time, and if changed, the divisions made here must comply with the new requirements.

Applicant/Owner's signature

Applicant/Owner's signature

Applicant/Owner's signature

SPLIT RIGHTS UNDER LAND DIVISION PUBLIC ACTS OF 1996 AND 1997

Listed below are the maximum split rights for a parent parcel, or parent tract by total size in acres. A Tract of land is figured by adding up all acres of abutting land owned by the same owner. Example: three, 8 acre parcels next to each other is considered a 24 acre tract of land and eligible for 5 splits TOTAL.

The bonus splits are received by doing one of two following items. Item number 1 is all new parcels having access from one or more new roads with no new driveway access to an existing public road. Item number 2 is by any resulting parcels having at least 60 % or more of the original amount of parent parcel acres remaining after all splits have been made including the two bonus splits.

PARENT PARCEL PARENT TRACT SIZE IN ACRES	NUMBER OF ALLOWABLE DIVISIONS	BONUS DIVISIONS
*1 to 19.9	4	0
20 to 29.9	5	2
30 to 39.9	6	2
40 to 49.9	7	2
50 to 59.9	8	2
60 to 69.9	9	2
70 to 79.9	10	2
80 to 89.9	11	2
90 to 99.9	12	2
100 to 109.9	13	2
110 to 119.9	14	2
120 to 159.9	15	2
160 to 199.9	16	2
200 to 239.9	17	2
240 to 279.9	18	2
280 to 319.9	19	2
320 to 359.9	20	2
360 to 399.9	21	2
400 to 439.9	22	2

*1 acre not applicable