

# KEENE TOWNSHIP

8505 Potters Rd., Saranac, MI 48881

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## LAND COMBINATION APPLICATION

The Land Division Act – Act 288 of 1967 Section 108 and 109 provides provisions as outlined in this 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. NO EMAILED APPLICATION ACCEPTED.

All applications must be mailed to the address listed below. No emailed applications or documents accepted.

The Administrator has **45 DAYS** by law after receiving a COMPLETE application to make a decision on the application. The number of splits allowed depends upon the amount of the land of the **Parent Parcel** (ORIGINAL PARCEL) as it looked **MARCH 31, 1997**. The owner of the parent parcel retains all division rights unless they were conveyed on a deed to another parcel.

All conveying 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 [insert "zero", a number, or "all"] division(s) under section 108 of the land division act, 1967 PA 288, MCL 560.108."***

*Approval of division/boundary line adjustment or combination 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 and/or county or state road department requirements. It is the suggestion of the administrator that property owners reach out to their mortgage company for any requirements before submitting an application to change any legal descriptions of their land.*

**Application fee:** \$100 to combine two parcels to one parcel. \$100 per additional combination of more than one parcel within the same application. 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 parcel combination applications. Check the website for contact information. [www.keenetownshipmi.gov](http://www.keenetownshipmi.gov)**

**For any Assessor questions, check the website for contact information. [www.keenetownshipmi.gov](http://www.keenetownshipmi.gov)**

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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/or answer every question and provide the required documents to complete this application.

PARCELS TO BE COMBINED:

Parcel#: \_\_\_\_\_ # OF ACRES \_\_\_\_\_  
Parcel#: \_\_\_\_\_ # OF ACRES \_\_\_\_\_  
Parcel#: \_\_\_\_\_ # OF ACRES \_\_\_\_\_

Please describe what the NEW resulting parcel will be- INCLUDING total acreage:

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

APPLICANT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

The owners of each of the parcels being combined, but be the same. All **OWNER(S)** of the properties being COMBINED **must sign** the application before it is given to the administrator.

**SIGNATURE(S) OF ALL OWNERS:-** (owners of all affected parcels must acknowledge the request for the combination)

Parcel #: \_\_\_\_\_ Owner's name(s): \_\_\_\_\_  
Signature(s): \_\_\_\_\_  
Parcel #: \_\_\_\_\_ Owner's name(s): \_\_\_\_\_  
Signature(s): \_\_\_\_\_  
Parcel #: \_\_\_\_\_ Owner's name(s): \_\_\_\_\_  
Signature(s): \_\_\_\_\_  
Parcel #: \_\_\_\_\_ Owner's name(s): \_\_\_\_\_  
Signature(s): \_\_\_\_\_

IS THIS PARCEL OR ANY PORTION OF THE PARCEL IN **PA 116** or **THE FARMLAND PRESERVATION PROGRAM?** YES or NO

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**ITEMS AND INFORMATION REQUIRED for APPLICATION**

**APPLICATION FEE**

\_\_\_\_\_(initial)NON-REFUNDABLE FEE\* ATTACHED- fee schedule is on page 1. Make check out to KEENE TOWNSHIP.

**SURVEY/TO-SCALE DRAWING/LEGAL DESCRIPTION**

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 newly combined parcel**
2. \_\_\_\_\_ **All lot line dimensions and buildings noted on survey or drawing**
3. \_\_\_\_\_ **Any known easements for public utilities noted on survey or drawing**
4. \_\_\_\_\_ **Any driveway easement or proposed private road noted**
5. \_\_\_\_\_ **Acreage of resulting combined parcel noted**

**COUNTY TAX CERTIFICATE REQUIRED**

**One of the following must be satisfied and provided as part of the application:**

\_\_\_\_\_(i) All property taxes and special assessments due on the parcel or tract subject to the proposed division 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. If the date of the application is on or after March 1 and before the local treasurer of the local tax collecting unit in which the parcel or tract is located has made his or her return of current delinquent taxes, the county treasurer shall include with his or her certification a notation that the return of current delinquent taxes was not available for examination. The official having authority to approve or disapprove the application shall not disapprove the application because the county treasurer's certification includes such a notation. The county treasurer shall collect a fee for a certification under this subdivision in an amount equal to the fee payable under section 1(2) of 1895 PA 161, MCL 48.101, for a certificate relating to the payment of taxes under section 135 of the general property tax act, 1893 PA 206, MCL 211.135.

\_\_\_\_\_(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 or city 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.

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**ADDITIONAL REQUIREMENTS** Please initial and/or answer that you understand each line.

\_\_\_\_\_(initial)The township DOES NOT prorate taxes based on this land combination application-current year SUMMER and WINTER tax bills will be sent to the current parcels on file.

\_\_\_\_\_(initial)Current property taxes have or will be paid prior to the deadline. YES or NO

\_\_\_\_\_(initial)The County Tax Certificate is enclosed for each parcel (see page two). YES or NO

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\_\_\_\_\_(initial) The newly created parcel (s) will not be on the tax roll until NEXT year (example: approval given 2025, new parcels will not be created until 2026.

\_\_\_\_\_(initial) Each resulting adjusted parcel less than 10 acres must not have a depth to width ratio greater than 4 to 1 per the Land Division Act.

\_\_\_\_\_(initial) Will more than one parcel use the same driveway to access their parcel? YES or NO

\_\_\_\_\_(initial) The township does NOT record any new deeds or survey documents because of this application approval

\_\_\_\_\_(initial) A Property Transfer Affidavit must be provided to the assessor's office within 45 days of a transfer of ownership of a parcel or any portion of property from one owner to another. This affidavit can be found at Michigan.gov.

\_\_\_\_\_(initial) When combining property, it is necessary for the ownership of each parcel prior to the combination to be the same ownership names.

**SIGNATURE OF OWNER**

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• 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. • 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 application 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. **Sign and date below by all relevant landowners:**

\_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_