



## Elk Township - Lake County, Michigan

Mailing Address: P.O. Box 298 - Irons, MI 49644

Located at: 8966 N. Bass Lake Rd., Irons, MI

Ph: 231-266-5983; Email: [elktwspclerk@gmail.com](mailto:elktwspclerk@gmail.com)

### ELK TOWNSHIP PARCEL DIVISION APPLICATION

Please answer all questions and include all attachments.

Bring or mail to ELK TOWNSHIP at the above address.

**Approval of a division of land is required before it is sold, when a new parcel is less than 40 acres and not just a property line adjustment (Sec 102 e & f)**

*This form is designed to comply with Sec. 108 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 and PA 87 of 1997, MCL 560.101 et seq.)*

**(Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.)**

1. LOCATION of PARENT to be split: Address: \_\_\_\_\_ Road Name \_\_\_\_\_

PARENT PARCEL IDENTIFICATION NUMBER: \_\_\_\_\_

Parent Parcel Legal Description (DESCRIBE OR ATTACH) \_\_\_\_\_

#### 2. PROPERTY OWNER INFORMATION:

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

Phone (\_\_\_\_) \_\_\_\_\_ Zip Code: \_\_\_\_\_

#### 3. PROPOSED DIVISION(S) TO INCLUDE THE FOLLOWING:

- A. Number of new Parcels \_\_\_\_\_
- B. Intended use (residential, commercial, etc.) \_\_\_\_\_
- C. Each proposed parcel, has a depth to width ratio of 4 to 1 or \_\_\_\_ to \_\_\_\_ as provided by ordinance.
- D. Each parcel has a width of \_\_\_\_\_ (not less than required by ordinance)
- E. Each parcel has an area of \_\_\_\_\_ (not less than required by ordinance)
- F. The division of each parcel provides access as follows: (check one)
  - \_\_\_\_ Each new division has frontage on an existing public road. Road name \_\_\_\_\_
  - \_\_\_\_ A new public road, proposed road name: \_\_\_\_\_
  - \_\_\_\_ A new private road, proposed road name: \_\_\_\_\_
- G. Describe or attach a legal description of proposed new road, easement or shared driveway. \_\_\_\_\_
- H. Describe or attach a legal description for each **proposed new parcel**. \_\_\_\_\_

#### 4. FUTURE DIVISIONS being transferred from the parent parcel to another parcel.

Indicate number transferred \_\_\_\_\_

(See section 109 (2) of the Statute. Make sure your deed includes both statements as required in 109 (3 & 4) of the Statute.)

#### 5. DEVELOPMENT SITE LIMITS (Check each which represent a condition which exists on the parent parcel:

- \_\_\_\_ Waterfront property (river, lake, pond etc.)      \_\_\_\_ Includes wetlands
- \_\_\_\_ Is within a flood plain      \_\_\_\_ Includes a beach
- \_\_\_\_ Is on muck soils or soils known to have severe limitations for on site sewage system

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6. **ATTACHMENTS** - All the following attachments **MUST** be included. Letter each attachment as shown:

- A. A scale drawing for the proposed division(s) of the parent parcel showing:
- (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 right-of-way(s), and
  - (6) easements for public utilities from each parcel that is a development site 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 5.
- B. Indication of approval, or permit from the appropriate county road commission, Michigan Department of Transportation or respective city/village street administrator, that a proposed easement provides vehicular access to an existing road or street meets applicable location standards.
- C. A copy of any reserved division rights (sec. 109 (2) of the act) in the parent parcel.
- D. A fee of: \$100.00 - **Please make checks or money order payable to Elk Township.**

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

### 8. Acknowledgment-

The undersigned acknowledges that any approval of the within application is not a determination that the resulting parcels comply with other applicable ordinances, rules or regulations which may control the use or development of the parcels. It is also understood that ordinances, laws and regulations are subject to change and that any approved parcel division is subject to such changes that may occur before the recording of the division or the development of the parcels.

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

*For office use only- Reviewer's action:* Total Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Application Completed: Date* \_\_\_\_\_ *Approval: Date* \_\_\_\_\_

*Denial Date:* \_\_\_\_\_ *Reasons for denial* \_\_\_\_\_ *see attached*

>Make checks or money order payable to Elk Township.

>Please mail your completed application and payment to:

Elk Township  
P.O. Box 298  
Irons, MI 49644



**Lake County Treasurer**  
**Kellie Allen**  
**800 E. Tenth St. Ste 210**  
**Baldwin, MI 49304**  
**TEL 231-745-4622**  
**FAX 231-745-2740**

**Land Combination/Division Tax Payment Certification Form**

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

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

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

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

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

Parent Parcel ID Number/s: \_\_\_\_\_

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

Attach a description of the parcel to be divided:

☐ CERTIFICATION DENIED

The Lake 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 (\$5.00 fees for certification)

Pursuant to House Bill 4055, the Lake County Treasurer's Office certifies that all property taxes and special assessments due on the above parcel subject to the proposed combination/division for the five years preceding the date of the application have been paid. This certification does not include taxes, if any, now in the process of collection by the local tax collecting unit. EXCEPTION: This certification being subject to any Board of Review, Tribunal, and/or Principal Resident Exemption denial.

☐ DATED ON OR AFTER MARCH 1 (\$5.00 fees for certification)

The return of current delinquent taxes not available for examination.

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