

RETURN TO:  
CITY OF NEWAYGO  
PO BOX 308  
NEWAYGO MI 49337

**PARCEL DIVISION APPLICATION**  
YOU MUST ANSWER ALL QUESTIONS AND  
INCLUDE ALL ATTACHMENTS, OR THIS  
WILL BE RETURNED TO YOU.

*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 (e&f)).*

In the box below, fill in the name and address of where you want this form sent, when the review is completed.

This form is designed to comply with applicable local zoning, land division ordinances and §109 of the Michigan Land Division Act (formerly the Subdivision Control Act. P.A. 288 of 1967) as amended (particularly by 1996 P.A. 591 and 1997 P.A. 87), MCL 560.101 et. seq.)

**1. LOCATION OF PARENT PARCEL TO BE SPLIT:**

Address \_\_\_\_\_  
Parent parcel number \_\_\_\_\_  
Legal description of parent parcel \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. PROPERTY OWNER INFORMATION:**

Name \_\_\_\_\_ Phone number \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_ Mobile \_\_\_\_\_  
Email Address \_\_\_\_\_

**3. APPLICANT INFORMATION: (IF NOT THE PROPERTY OWNER)**

Contact Name & Business \_\_\_\_\_  
Address \_\_\_\_\_ Phone number \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_ Fax \_\_\_\_\_  
Email Address \_\_\_\_\_ Mobile \_\_\_\_\_

**4. PROPOSAL: (DESCRIBE THE DIVISION(S) BEING PROPOSED)**

A. Number of new parcels \_\_\_\_\_  
B. Intended use (residential, commercial, industrial, etc.) \_\_\_\_\_ Current zoning \_\_\_\_\_  
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. Name of existing road: \_\_\_\_\_  
\_\_\_\_\_ A new public road. Proposed road name: \_\_\_\_\_ (Include engineering drawings)  
\_\_\_\_\_ A new private road. Proposed road name: \_\_\_\_\_ (Include engineering drawings)  
\_\_\_\_\_ Easement for driveway or ROW purposes: (cannot service more than two potential sites), (Include engineering drawings)  
D. Write here or attach a legal description of the proposed new road, easement or shared driveway. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
E. Write here or attach a legal description for each proposed new parcel. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. FUTURE DIVISIONS:**

A. Future Divisions that might be allowed but not included with this application \_\_\_\_\_  
B. The number of future divisions being transferred from the parent parcel to another parcel \_\_\_\_\_

Identify the other parcel \_\_\_\_\_

C. Name and address of the transferor and transferee of future divisions: \_\_\_\_\_

(See section 109(2) of the statute. Make sure your deed includes both statements as required in section 190(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:

- \_\_\_ is riparian or littoral (it is a river or lake front parcel).
- \_\_\_ 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.
- \_\_\_ Other \_\_\_\_\_

**7. ATTACHMENTS:** All attachments must be included. Letter each attachment as shown here.

- \_\_\_ A. Map drawn to scale of 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 to existing public utility facilities, and
  - (7) any existing improvements (buildings, wells, septic systems, driveways, etc.), and
  - (8) any of the features checked in question 6.
- \_\_\_ B. A soil and water evaluation for septic system and well permit for each proposed parcel prepared by the district no. 5 health department, or each proposed parcel by a public water or sewer system.
- \_\_\_ C. Indication of approval or permit from Newaygo County road commission, MDOT, or respective city/village street administrator for each proposed new road, easement, or shared driveway.
- \_\_\_ D. A copy of any reserved division rights (§ 109(4) of the act) in the parent parcel.
- \_\_\_ E. A fee of \$ \_\_\_\_\_
- \_\_\_ F. Other (please list) (survey may be required) \_\_\_\_\_

**8. IMPROVEMENTS:** Describe any existing improvements (building, well, septic, etc.) which are on the parent parcel, or indicate none. (attach extra sheets if necessary) \_\_\_\_\_

**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 proposal will be void. Further I agree to comply with the conditions and regulations provided with this parent parcel division. Further, I give permission for officials of the Municipality, County and 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 only certain rights under the applicable local land division ordinance and the state land division act (formerly the Subdivision Control Act PA 288 of 1967, as amended (particularly by 1996 PA 591 and 1997 PA 87). 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 ordinance, 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 or other instruments representing the approved division(s) are recorded with the register of deeds or the division is built upon before the changes to laws are made. **Approval is void in 60 days if transfer document is not recorded.**

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

*The City has 45 days to review the application and return it to the address on the first page. That time may be waived if approved by applicant. If there is any missing information, the application will be returned and the time limit will start over when the application is resubmitted.*

**\*\*Reviewer's action found on next page.**

**Reviewer's action:**

Parcel #: \_\_\_\_\_ Owner's Name: \_\_\_\_\_

Parcel address: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE:

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Date application is received (stamped in by staff member) \_\_\_\_\_

**Approved:**

Conditions: \_\_\_\_\_ file a recorded deed, land contract, lease, or survey showing splits within 60 days  
any other conditions: \_\_\_\_\_

**Denied:**

Reasons (cite § ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Assessor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Zoning Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sixty day time limit starts \_\_\_\_\_

Application mailed back to the applicant on \_\_\_\_\_

\*\*\*\*\* **NOTE** \*\*\*\*\* **NOTE** \*\*\*\*\* **NOTE** \*\*\*\*\*  
**If approval is granted**

A deed, land contract, lease, or survey creating the proposed parcels **must be recorded** at the County Register of Deeds **within 60 days** AND a **copy** of that recorded deed, land contract, lease, or survey **delivered to the Assessor's office as soon as possible**.

Failure to do so makes an approval null and void and will require a **new application** to be submitted for splitting.

This division approval is not a determination that adequate facilities are available for public water and/or sewer, nor a determination that any parcel which results from the division will satisfy any applicable standards for on-site water supply and/or on-site sewage disposal. The City and its officers and employees are not liable if a building permit is not issued for any parcel due to the inability of a parcel to be serviced by public water or sewer, nor due to the inability of a parcel to obtain approval for on-site water or sewage disposal.

Original to property file.

Copy to: Applicant, Assessor, County Equalization Dept.