



## LAND DIVISION APPLICATION

Return or Mail to:  
Williams Charter Township  
1080 W. Midland Road  
Auburn, MI 48611

*The Land Division provisions of PA 591 of 1996, section 109 of the Act, requires approval of division of land before it is sold, when the new parcel is less than 40 acres and not just a property line adjustment. A municipality shall approve a proposed division within 45 days after the complete filing of the proposed division application and proper documents.*

ALL QUESTIONS MUST BE ANSWERED COMPLETELY, ALL REQUIRED DOCUMENTS ATTACHED, APPLICATION MUST BE SIGNED BY THE PROPERTY OWNER AND PAYMENT FOR THE APPLICATION FEE MUST BE SUBMITTED BEFORE IT WILL BE REVIEWED.

### 1. PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### 2. APPLICANT INFORMATION (if not the property owner)

Contact Person's Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### 3. PARENT PARCEL INFORMATION

Property Address: \_\_\_\_\_  
Property Parcel Tax ID Number: \_\_09-140-\_\_\_\_\_  
Size of Parcel \_\_\_\_\_  
Do you own other parcels of land that are next to the parcel being split? Yes \_\_\_ No \_\_\_ If yet, list the Parcel identification numbers \_\_\_\_\_ And total number of acres \_\_\_\_\_

### 4. FUTURE DIVISIONS (THAT MIGHT BE ALLOWED BUT NOT INCLUDED IN THE APPLICATION)

Total Number of Future Divisions \_\_\_\_\_  
Number of Future Divisions being Transferred from the Parent Parcel to Another Parcel: \_\_\_\_\_  
Identify the Parcel(s) to which they are being Transferred: \_\_\_\_\_

### 5. DEVELOPMENT SITES ONLY

Number of New Parcels that are Intended for Building Development \_\_\_\_\_

### 6. PROPOSED DIVISION(S)

- a. Number of new parcels: \_\_\_\_\_
- b. The division of the parcel provides access to an existing road by (check one):  
\_\_\_\_\_ Each new division has frontage on an existing public road.  
\_\_\_\_\_ A new public road, proposed road name: \_\_\_\_\_  
\_\_\_\_\_ A new private road, proposed road name: \_\_\_\_\_

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

A. A survey, sealed by a professional surveyor of proposed division(s) of parent parcel, or a scale drawing for the proposed division(s) of the parent parcel showing:

1. Boundaries as of March 31, 1997.
2. All previous divisions made after March 31, 1997 (indicate when made or none).
3. The proposed division(s).
4. Dimensions of the proposed division(s).
5. Existing and proposed road/easement right-of-way(s).
6. Any existing improvements (buildings, wells, septic system, driveways, etc. with dimensions from existing and/or proposed property lines).

B. Attach a copy of the Legal Description of the Parent Parcel before division.

C. Attach a legal description of the proposed new road, easement, or shared driveway.

D. Attach a legal description for each proposed parcel.

E. Easements for public utilities from each parcel to the existing public utility facilities.

F. A split fee of \$50.00 per each new legal description, made payable to **Williams Charter Township**.

**G. Verification from the Bay County Treasurer's office that all property taxes and special assessments for 5 years preceding the date of the application have been paid. Per Public Act 23 of 2019**

8. **AFFIDAVIT & PERMISSION 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 SHALL BE VOID. FURTHER, I AGREE TO COMPLY WITH CONDITIONS AND REGULATIONS PROVIDED WITH THIS PARENT PARCEL DIVISION, LAND DIVISION ORDINANCE, THE LOCAL ZONING ORDINANCE, AND THE STATE LAND DIVISION ACT, P.A. 288 OF 1967 AS AMENDED (PARTICULARLY BY P.A. 591 OF 1996) MCL 560.101 et seq. FURTHER, I AGREE TO GIVE PERMISSION FOR OFFICIALS OF WILLIAMS TOWNSHIP, BAY COUNTY AND THE STATE OF MICHIGAN TO ENTER THE PROPERTY WHERE THIS PARCEL DIVISION IS PROPOSED, FOR PURPOSES OF INSPECTION TO VERIFY THAT THE INFORMATION ON THE APPLICATION IS CORRECT AT A TIME MUTUALLY AGREEABLE WITH THE APPLICANT. FURTHER, I UNDERSTAND THIS IS ONLY A PARCEL DIVISION WHICH CONVEYS ONLY CERTAIN RIGHTS UNDER THE APPLICABLE LOCAL LAND DIVISION ORDINANCE, THE LOCAL ZONING ORDINANCE, AND THE STATE LAND DIVISION ACT, AND DOES NOT INCLUDE ANY REPRESENTATION OR CONVEYENCE 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 ORDINANCES AN STATE ACTS CHANGE FROM TIME TO TIME, AND IF CHANGED, THE DIVISION MADE HERE MUST COMPLY WITH THE NEW REQUIREMENTS (APPLY FOR LAND DIVISION APPROVAL AGAIN) UNLESS DEEDS, LAND CONTRACTS, LEASES OR SURVEYS REPRESENTING THE APPROVED DIVISIONS ARE RECORDED WITH REGISTER OF DEEDS WITHING 90 DAYS AFTER THIS APPLICATION IS APPROVED OR THE DIVISION IS BUILT UPON BEFORE THE CHANGES TO THE LAWS ARE MADE.

PROPERTY OWNERS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_ WITNESS: \_\_\_\_\_

9. **REVEIWER'S ACTION**

Date complete application received: \_\_\_\_\_

Fee Amount: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Application Number \_\_\_\_\_

\_\_\_\_\_ Approved

Conditions, if any:

\_\_\_\_\_

\_\_\_\_\_ Denied

Reason for denial:

\_\_\_\_\_

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

IF APPROVED, APPROVAL IS VALID FOR 90 DAYS FROM DATE OF APPROVAL.