

**LAND/LOT DIVISION APPLICATION**  
**Lake Township, Missaukee County – Assessing Office**



**MISSAUKEE COUNTY, MICHIGAN**

Lake Township Assessor - Tim Cairns  
 Equity Appraisal Services, LLC  
 P.O. Box 550, Lake City MI 49651-9800  
 Email: [assessor@laketownshipmissaukee.org](mailto:assessor@laketownshipmissaukee.org)  
 Phone: 231-577-1025 \* Fax 231-929-1076

**When completed return application, with required exhibits, and payment TO:  
 Equity Appraisal Services, LLC % Tim Cairns,  
 P.O. Box 550, Lake City MI 49651-9800**

**\*FEE IS \$50.00 FOR EACH PARCEL CREATED**

Check included

**1. Application/Ownership Detail**

**A. Name:** \_\_\_\_\_

**B. Mailing Address:** Number/Street: \_\_\_\_\_  
 City/State/ZIP: \_\_\_\_\_

**C. Telephone:** \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**D. FAX:** \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

**E. Email:** \_\_\_\_\_

**Attach as Exhibit 1 "Ownership Interest"**

**F. Names, Addresses, and Ownership Interest:** \_\_\_\_\_  
 Provide names, mailing address, and type of ownership interest of all parties having an interest in the land to be divided. Use additional sheets as necessary.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Check if additional sheet attached. \_\_\_\_\_

**2. Property Detail**

**A. Address of Property to be Divided (if applicable):**  
 Number/Street: \_\_\_\_\_  
 City/State/ZIP: \_\_\_\_\_

**B. Tax Identification Number of Property to be Divided (found on tax bill )**  
 57-009-\_\_\_\_\_

**C. Legal Description of Property to be Divided, including existing easements and covenants.** **Attach as Exhibit 2 "Original Parcel".**  
(May be included on Survey or Parcel Map.)

**D. Legal Description of Parcels to be Created, including all Remnant Parcels. Include all easements and covenants.** **Attach as Exhibit 3 "Parcels Created".**  
(May be included on Survey or Parcel Map.)

**E. **Attach as Exhibit 4 " Maps"****

2 (two) Copies of Tentative Parcel Map to Include:

- Date, north arrow, scale (not less than 200 feet per inch), and original tax identification number.
- Name and address of applicant & name of individual or firm responsible for completion of parcel map.
- Proposed lot lines and their dimensions. (may be included on survey)
- Location and nature of proposed ingress and egress locations to any existing public or private streets.
- Location of any buildings or land improvements, public or private streets, driveways, lakes or streams, access, or utility easements to be located within any proposed lot or parcel or to benefit the same.
- General topographic features including slopes more than twenty five percent (1:4 pitch or steeper).

- Location of any existing buildings, public or private streets, and driveways within 100 feet of proposed lots or parcels.

**3. Additional Information**

**A.** Describe purpose/intent of divisions. How are the parcels to be used? Will they become part of an association or other entity? Will the parcels be served by private roads? If so, who will maintain? Will there be common open space or other similar features? If so, who will maintain?

**Attach as Exhibit 5 "Purpose of Land Divisions".**  
If a private road is to be constructed, Exhibit 4 should also include a copy of a proposed maintenance agreement detailing how, and by whom, said road will be maintained.

**B.** Provide a graphic (map) & written description of any previous land divisions from the parent parcel including the size, number, and date of such divisions made since March 31, 1997.

**Attach as Exhibit 6 "Parent Parcel"**

**If future divisions are being transferred from the parent parcel, indicate the number transferred and to what parcel.** (See section 109(2) of the Statute. Make sure your deed includes both statements as required in section 109(3) and 109(4) of the Statute.)

**C.** If the project involves or requires easements, restrictive covenants, or other such attachments to the land, provide copies of the instruments describing and granting same, including utility easements.

**Attach as Exhibit 7 "Easements and Covenants"**  
Indicate if any portion of the parcels are in a flood plain or designated wetland area.

**4. Applicant Certification**

AFFADAVIT and permission for township, 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 approval will be void. Further, I agree to comply with the conditions and regulations provided with this parent parcel division. Further, I agree to give permission for officials of the township, municipality, county and the State of Michigan to enter the property, for purposes of inspection to verify that the information on the application is correct. Finally, 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 (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended (particularly by P.A. 591 of 1996), 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 ordinances 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, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made. Approval of a division is not a determination that the resulting parcels comply with other Township ordinances or regulations.

By: \_\_\_\_\_

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

**For Township Use Only**

- A. Date Application Submitted: \_\_\_\_\_
- B. Fee Paid: \_\_\_\_\_
- C. Items Waived: \_\_\_\_\_
- D. Road Easement Agreement Required. \_\_\_\_\_
- Utility Easement Required. \_\_\_\_\_
- E. Application/Site Plan Complete: \_\_\_\_\_
- F. Submit To:  Attorney  Engineer  Planner  Road Commission  
 Health Department  Fire Department  Other \_\_\_\_\_
- G. REVIEWED & APPROVED By \_\_\_\_\_ Date: \_\_\_\_\_
- REVIEWED & DENIED By \_\_\_\_\_ Date: \_\_\_\_\_
- REASON FOR DENIAL: \_\_\_\_\_

*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, 1967 PA 288, as amended (particularly by 1996 PA 591 & 1997 PA 87), MCL 560.101 et. seq.)*

**\*A deed, land contract, lease, or survey creating the proposed parcels must be recorded at the County Register of Deeds within 45 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. Township and its officials/employees are not liable if a building permit is not issued for any parcel.**