

Charter Township of Portage Land Division Application

Township Assessor
 47240 Green Acres Road
 Houghton, Michigan 49931
 906-482-4310



Land Division Application fee	Paid Date	Township Official Signature
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YOU MUST ANSWER ALL QUESTIONS AND INCLUDE ALL ATTACHMENTS, OR THE APPLICATION MAY BE RETURNED TO YOU.

Bring the application in or mail to the Township - address above.

Approval of a division of land is required before a portion of a parent parcel is sold when any parcel created by the division of the land is less than 40 acres.

This form is designed to comply with MCL sec. 108 and 109 of the Michigan Land Division Act (P.A. 288 of 1967 as amended, particularly by P.A. 591 of 1996 and P.A. 87 of 1997. MCL 560, et seq.)

Approval of a division is not a determination that the resulting parcels comply with other ordinances, regulations or statutes.

1. PARENT PARCEL – provide the following information

A . Location of parent parcel: Address (Fire # and Road Name)

A. Parent Parcel Identification Number:

B. Parent Parcel Legal Description (or attach):

C. Size of Parent Parcel:

D. Attach copies of deeds showing chain of ownership as of and since March 31, 1997

E. List and attach copies of previous divisions made to the Parent Parcel.

2. PROPERTY OWNER INFORMATION: (Identify all owners on deed)

Name: _____ Phone: (_____

Address: _____

City: _____ State: _____ Zip Code: _____

Name: _____ Phone: (_____

Address: _____

City: _____ State: _____ Zip Code: _____

Name: _____ Phone: (_____

Address: _____

City: _____ State: _____ Zip Code: _____

Email address : _____

3. PROPOSED DIVISION(s) TO INCLUDE THE FOLLOWING:

A. Number of new parcels (*note, when a parcel is split a minimum of 2 new parcels are created*)

B. Intended Use (Residential, Commercial, etc.)

C. The division of the 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:

D. Describe or attach a legal description of proposed new road or easement

E. W r i t t e n legal description for each proposed new parcel (or attach):

4. FUTURE DIVISIONS being transferred from the parent parcel to another parcel. Indicate number transferred and to which division in the application _____ (See MCL 109 (2).

5. DEVELOPMENT SITE LIMITS Check each which represents 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

6. ATTACHMENTS: All of the following information / attachments MUST be included.

A. A scale drawing for the proposed division(s) of the parent parcel showing (check indicator box for each item):

on map none

- (1.) boundaries (as of March 31, 1997),
- (2.) all divisions made since March 31, 1997,
- (3.) the proposed division(s),
- (4.) dimensions of the proposed division(s),
- (5.) existing and proposed road/easement right-of-way(s),
- (6.) easements for public utilities from each parcel that is a development site to existing public utility facilities,
- (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 Houghton County Road Commission, that a proposed easement provides vehicular access to an existing road or street meets applicable location standards. Indicate if none required.

C. A fee of \$125.00

7. IMPROVEMENTS: Describe any existing improvements (buildings, well, septic, etc. which are on the parent parcel or indicate none). _____

Property Owner's Signature _____ Date _____

Property Owner's Signature _____ Date _____

Property Owner's Signature _____ Date _____

Property Owner's Signature _____ Date _____

(ALL MUST SIGN)

Applicant (if other than property owner)
Signature _____ Date _____

An application is not considered complete until

1. **The fee has been received.**
2. **All information has been submitted as required on the application or requested by the Land Division Administrator.**
3. **Zoning approval (or a Zoning Variance) has been granted and received, if necessary.**
4. **All outstanding taxes have been paid.**
5. **Other items as deemed necessary.**