

# HILLSDALE TOWNSHIP

## LAND DIVISION & LOT LINE ADJUSTMENT APPLICATION

You must answer all questions and include all attachments or this will be returned to you. Bring or mail to:

Wayne Rurka  
4471 W Hallett Rd  
Hillsdale, Mi. 49242

Phone: 517-932-9071

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). This form is designed to comply with §108 and §109 of the Michigan Land Division Act, formally the Subdivision Control Act, PA 288 of 1967, as amended (particularly PA 591 of 1996 and PA 87 of 1997, MCL 560 et seq.) **Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.**

1. LOCATION of parent parcel to be split:

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

Parent parcel number: 30--07--\_\_\_\_--\_\_\_\_--\_\_\_\_--6--3

Proof of fee ownership (copy of warranty deed or complete land contract, not a quit claim deed)

2. PROPERTY OWNER information:

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

3. ATTACHMENTS (all attachments **MUST** be included) Letter each attachment as shown here.

A. A scale drawing (aerial with overlay can be purchased from County Equalization for \$5.00) of the parent parcel **showing**:

- (1) current **boundaries** and
- (2) all previous divisions **made after** March 31, 1997 (indicate when made **or none**), and
- (3) the proposed division(s) with dimensions each one outlined in a different color and
- (4) highlight remaining parcel, after division
- (5) **any existing improvements** (buildings, wells, septic system, driveways, etc), and

B. A **certificate from the County Treasurer** that complies with the requirement of PA 23 of 2019, establishing all property taxes and special assessments due on the parcel or tract subject to the proposed division have been paid for 5 years preceding the date of the application.

C. \_\_\_\_\_ Driveway approval, or permit from **Hillsdale County Road Commission**, 1915 Hudson Rd or  
\_\_\_\_\_ Has existing approved driveway or  
\_\_\_\_\_ No egress onto public road.

D. \_\_\_\_\_ A copy of any transferred division rights of the parent parcel. (**L-4260a enclosed**)

E. \_\_\_\_\_ A fee of \$75.00 for each division. **Please make check out to Hillsdale Township.**

F. \_\_\_\_\_ Other (please list) \_\_\_\_\_

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

5. PROPOSAL: Describe the division(s) being proposed:

- A. \_\_\_\_\_ Number of new Parcels
- B. \_\_\_\_\_ Intended use (i.e. residential, commercial, etc)
- C. \_\_\_\_\_ Each proposed parcel, if 10 acres or less, has a depth to width ratio of not greater than 4 to 1.
- D. \_\_\_\_\_ Each parcel has a width of 150 feet (not less than required by ordinance)
- E. \_\_\_\_\_ Each parcel has an area of 1 ac = Res or 2.5 ac = Ag (not less than required by ordinance)
- F. 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.  
\_\_\_\_\_ A new public road, proposed road name: \_\_\_\_\_  
(Road name can not duplicate an existing road name.)  
\_\_\_\_\_ A new private road or easement, proposed road name: \_\_\_\_\_  
(Road name can not duplicate an existing road name.)  
\_\_\_\_\_ A recorded easement (driveway).

G. Write here, or attach, a legal description of the proposed **new road, easement or shared driveway**  
(attach Extra sheets if needed): \_\_\_\_\_

H. Write here, or attach, a legal description for **EACH** proposed **new parcel** (attach extra sheets if needed):  
\_\_\_\_\_  
\_\_\_\_\_

I. Write here, or attach, a legal description for the **remaining parent parcel** (attach extra sheets if needed):  
\_\_\_\_\_  
\_\_\_\_\_

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**6. Number** of future divisions being transferred from the parent parcel to another? \_\_\_\_\_  
Identify the other parcel: \_\_\_\_\_ (See §109(2) of the Statute.  
Make sure your deed includes both statements as required in §109(3) and §109(4) of the Statute.  
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**7. Acknowledgement:** 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. Finally even if this division is approved, I understand ordinance, laws, zoning, 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. \_\_\_\_\_ (initial after reading)

PROPERTY OWNER'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Public Act 87 of 1997** §(2) further states: The municipality or county approving a proposed division resulting in a parcel less than 1 acre in size and its officers and employees are not liable if a building permit is not issued for the parcel for the reasons set forth in this section. A notice of approval of a proposed division resulting in a parcel of less than 1 acre in size shall include a statement to this effect. \_\_\_\_\_ (initial after reading)  
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*For office use only – REVIEWER'S* action: TOTAL \$ \_\_\_\_\_ Receipt \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Application Completed: Date \_\_\_\_/\_\_\_\_/\_\_\_\_ or check # \_\_\_\_\_

\_\_\_\_\_ Approved by Township Board: Conditions if any: \_\_\_\_\_ Approval: Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Approved by Assessor: Conditions if any: \_\_\_\_\_ Approval: Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Denied: Reasons: \_\_\_\_\_ Denied: Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Land Division/Zoning Officer Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Assessor Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Check to Treasurer \_\_\_\_/\_\_\_\_/\_\_\_\_  
Copy to Equalization \_\_\_\_/\_\_\_\_/\_\_\_\_  
Copy to Applicant \_\_\_\_/\_\_\_\_/\_\_\_\_  
Copy to Zoning Administrator \_\_\_\_/\_\_\_\_/\_\_\_\_  
Land Division Map \_\_\_\_/\_\_\_\_/\_\_\_\_