



121 North Fourth Street, West Branch, Michigan 48661
Phone 989-345-0500, Fax 989-345-4390, e-mail cityhall@westbranch.com
The City of West Branch is an equal opportunity provider, employer, and lender

LAND DIVISION APPLICATION

Applicant _____

Date _____

Address _____

Phone _____

Signature _____

The Land Division Act does not replace current City Zoning and any land divisions must still comply with zoning regulations, subdivision review process, site condo requirements, public/private road regulations, water/sewer requirements, public utility easements and State/Federal standards. The previous Subdivision Control Act rules still apply to parcel splits over a certain number and can only be done pursuant to a plat or site condominium.

Please Submit:

- Legal description of the original parcel.
- Legal description of the proposed parcel(s).
- Legal description of the easements and/or roads giving ingress and egress to the proposed and remaining parcel.
- Proof that all due and payable taxes or installments of special assessments pertaining to the land proposed to be divided are paid in full.
- Description of easements for public utilities.
- Proposed use of the new parcel(s).
- An abstract of the original parcel. *The history and specifications of any previous divisions of land of which the proposed division was a part sufficient to establish the parcel to be divided and was lawfully in existence as of March 31, 1997, the effective date of the State Land Division Act.*
- Must meet City Zoning requirements.
- If transfer of division rights is proposed in the land transfer, detailed information about the terms and availability of the proposed division rights transfer.
- Tentative parcel map showing proposed splits containing the following:
 - a. Date, north arrow, scale, property owner name and address
 - b. Proposed lot lines and dimensions
 - c. Ingress and egress locations
 - d. Street locations
 - e. Existing buildings and structures placed on the map in relation to the lot lines
 - f. Adjacent drives and streets
 - g. Area sketch map or a certified survey if more than two parcels are being created.

In unplatted areas, deeds need to include whether rights to future divisions are being conveyed or retained by parent parcel. See Section 109 (3).

In unplatted areas, deeds need to include the Michigan Right to farm act statement, see Section 109 (4).

Upon submission of all the items required to the City you will be notified of the approval or denial within 45 days.

The applicant and all parties involved of a land division resulting in a parcel or parcels of less than 1 acre are hereby notified that the municipality, county and/or its employees are not held liable if a building permit is not issued for the approved proposed parcel(s). Please familiarize yourself with Section 109 of the Land Division Act, part of which follows:

Section 109a(2) 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. {Please read all of section 109 for the rest of the information}.

Approval of a land division is only for splitting of the parcel(s) as shown on submitted plat. The approval is good for a period of 90 days. If parcel(s) survey or Deeds have not been officially recorded at the County Register of Deeds by the expiration date then the approval is voided and the application process must be repeated.

Anyone that violates the Plat Act or Land Division Act is guilty of a misdemeanor.

Appeals Process- Appeals may be filed with the Zoning Board of Appeals as adopted by the zoning ordinance.

Assessor Recommendation: Approved. _____ Date. _____ Expiration Date. _____ Denied_ _ _ _ _ Date. _ _ _ _ _
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___ \$75 Fee Paid

