

Information Needed for Land Division

1. Parent parcel ID# and legal description of property.
2. A survey showing the location of any dwellings and all accessory buildings, well, septic for existing and new proposed divisions.
3. A legal description for each new parcel division.
4. The description for public utilities right-of-way's and a drawing where it is located on property (DTE or Thumb Electric) application.
5. If new parcels are on a private road easement, you have to show on the drawing where the said road is, along with a legal description of the road and the name of new proposed road. You need to check with the County Road Commission to ensure that there is not another existing road with the same name, (all new private roads need a width of 66 feet or more and have an application filled out with the Zoning Administrator for said road. Application fee for a private road is \$1,500.00 with a \$2,500.00 inspection fee)
6. Cost: Land Division application fee is \$125.00 for the 1st division with an additional \$25.00 for each additional split for newly created parcel.
7. Lot Line Adjustments to existing parcels are still \$35.00 for each and you must still file notice to the Assess of Transfer L-4260a and a Township Parcel Division Application.
8. Each split must have a minimum of 200 feet Road Frontage and a minimum of two acres. If the minimums are not met, approval from the Zoning Board of Appeals is needed.
9. Certificate from the County Treasurer showing proof that taxes are paid up to date.