

Parcel Division Application

You **MUST** answer all the questions and include all attachments, or this will be returned to you. Bring or mail this application to the Vassar Townships assessor. Telephone (989) 868-1591 Mail 4470 W Saginaw Rd. Vassar MI 48768.

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.

In the box, below, fill in where you want this form sent, when the review is completed.

Name

Address

City, State, Zip

1. **Location** of parent parcel to be split:

Address: _____

Parcel Number: ____ - ____ - ____ - ____ - ____

Legal Description (attach extra sheet if needed):

2. **Property Owner** Information:

Name: _____ Phone: (____) ____ - ____
Address: _____ Street/Road Name: _____
City: _____ State: ____ Zip Code _____

3. A. **Proposal:** Describe what is being proposed (attach extra sheets if needed):

Number of new Parcels (and acreage of each): _____
Intended Use (Residential, Agricultural, etc.) _____
The division of the parcel provides 200 ft of access to an existing public road (Check One):
____ Each new division has 200 ft of frontage on existing public road.
____ A new Road has been approved by the Road Commission (attach proof).
____ A recorded Easement. (Cannot service more than two potential sites).

B. Attach a legal description for each proposed new parcel.

4. Have there been any divisions of the parent parcel since March 31, 1997? ____ Yes ____ No
5. Are there any existing buildings located on this parcel ____ Yes ____ No (If yes, indicate the location of each building on the survey being submitted with this application).

6. **ATTACHMENTS** (All attachments **must** be included).
- a. Survey and Legal Description of each proposed land division, including any existing improvements (buildings, etc.).
 - b. Deed or Proposed Deed for Property Owner Receiving new parcel(s), if parcel(s) are not staying with current applicant.
 - c. Indication of approval, or permit from the County Road Commission, for each new proposed road or easement. (If Applicable)
 - d. Proof Property Taxes are paid up to date (Certificate from the Tuscola County Treasurer).
 - e. Letter from Electric Company of Proof of Utility Easement for new Parcel(s).
 - f. Approval from Zoning Board **if** split does not have at least 2 acres and 200 ft of road access, Approval from Zoning Board **MUST** come first. (If Applicable)
 - g. A Fee of \$135 for first split, plus \$35 for every additional split.

Splits Applied for in the current year, **will NOT be active until the FOLLOWING YEAR.**

These New Parcels active in the year _____ If parcels are transferred in the current year _____ Seller (Land division Applicant(s)) will be responsible to make sure **ALL** Property taxes are paid in the applied year.

Signature of Owner(s): _____

Date: _____ Fee \$ _____ Check # _____ Cash Paid _____

For **TOWNSHIP USE**

Approval date: _____

Township Approval Signature: _____

Denial Date: _____

Reason For Denial: _____

New Parcel #(s):
