



City of East Jordan

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City Hall
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LAND DIVISION / RECONFIGURATION

DATE RECEIVED BY CITY CLERK: _____

1st Parcel Code: 15-053-_____-_____-_____- **2nd Parcel Code:** 15-053-_____-_____-_____-

You MUST answer all questions and include all attachments or this application will be returned to you. Bring or mail this application, any attachments & a check for the \$150 processing fee to the City Clerk's Office at City Hall at the address above. **No facsimiles accepted.**

THE APPLICANT SHALL RECORD THE ATTACHED LAND DIVISION AFFIDAVIT AND THE APPROVED LAND DIVISION / BOUNDARY ADJUSTMENT AT THE CHARLEVOIX COUNTY REGISTER OF DEEDS OFFICE AFTER APPROVAL.

Approval of a division of land is required **before** land is sold when the new parcel is less than 40 acres.

1. LOCATION OF PARENT PARCEL(S) TO BE SPLIT or COMBINED:

Street Address(es): _____

2. APPLICANT INFORMATION:

Name: _____ Phone: _____
Address: _____ Fax: _____
City: _____ State: _____ ZIP: _____
E-mail: _____

3. PROPERTY OWNER INFORMATION:

Name: _____ Phone: _____
Address: _____ Fax: _____
City: _____ State: _____ ZIP: _____
E-mail: _____

4. EXISTING USE/ZONING DISTRICT CLASSIFICATION (check one):

Residential: R-A ___ R-1 ___ R-2 ___ R-2A ___ R-3 ___
Commercial/Industrial: C-1 ___ C-2 ___ I ___
Other: W-F ___ P-O ___ R-4 ___ C-R ___ PUD ___

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

5. DESCRIBE THE DIVISION(S) BEING PROPOSED:

Number of new parcels: _____

The division of the parcel provides access to an existing public or private road by one of the following:

- ___ An existing public or private road. Name: _____
- ___ A new public road. Proposed road name: _____
- ___ A new private road. Proposed road name: _____
- ___ New division(s) will have access by easement (attach copy of the easement agreement.)

(continued on reverse side)

6. DEVELOPMENT SITE LIMITS:

Check each known condition that exists on the parent parcel. Any part of the parcel:

- Is riparian or littoral (it is a river or lakefront parcel) or adjacent to a drain.
- Includes a wetland.
- Is within a flood plain.
- Has an abandoned well, underground storage tank, or contaminated soils.
- Other (please list): _____

7. ATTACHMENTS (all attachments must be included):

- A. Survey of the proposed division(s) of the parent parcel (maximum size 11" x 17"), drawn to scale, showing:
 - (1) the division(s) proposed by this application.
 - (2) dimensions of the proposed divisions.
 - (3) all existing and proposed road easements and/or rights-of-way.
 - (4) utility easements.
 - (5) existing improvements (buildings, wells, septic systems, driveways), etc., with setback dimensions from property lines.
- B. A statement about divisions of land from the parent parcel that have been reserved for others and to whom they are reserved.
- C. A separate page or pages showing legal description of parent parcel and legal description(s) of proposed parcel(s).
- D. Other (please list): _____

8. All due and payable taxes and all special assessments must be paid in full before submitting this application.

9. Attached "Land Division and Boundary Adjustment Affidavit" must be signed, notarized, and returned as a part of this application.

Owner Signature: _____ **Date:** _____

FOR BOUNDARY ADJUSTMENTS, the adjacent property owner must also sign below to request that the divided portion be combined with his/her/their parcel.

I/We, _____, am/are the owner(s) of parcel 15-053-____-____-____ with the address of _____ and request that my/our parcel be combined with the resulting, newly divided parcel.

Owner Signature: _____ **Date:** _____

DO NOT WRITE BELOW THIS LINE

Date of City Commission Consideration: _____

Date of Planning Commission Consideration: _____ (if requested by City Commission)

Land Division Approved. Conditions, if any: _____

Land Division Denied. Reasons (cite §): _____

Signature: _____ **Date:** _____

City Administrator

This form is designed to comply with §109 of the Michigan Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended (particularly by P.A. 591 of 1996), MCL 560.101 *et seq.*)

East Jordan City Code (Excerpt)

Chapter 20 - LAND DIVISIONS AND SUBDIVISIONS

ARTICLE II. - LOT DIVISION

Sec. 20-25. - Application required.

- (a) The division of a lot in a recorded plat is prohibited, unless approved following application to the City Commission.
- (b) The application shall be filed with the City Clerk, a copy to the Zoning Administrator, and shall state the reasons for the proposed division.
- (c) The City Commission *may* request review and comment by the City Planning Commission.
- (d) The division to be approved by the City Commission shall have the suitability of the land for building purposes approved by the county or district health department.
- (e) No building or zoning permit shall be issued, or any building construction commenced, prior to the City Commission's approval.
- (f) No lot in a recorded plat shall be divided into more than four parts and the resulting lots shall be not less in area than permitted by the City zoning ordinance.
- (g) The division of a lot resulting in a smaller area than prescribed herein may be permitted but only for the purpose of adding to an existing building site. The application shall so state and shall be in affidavit form.
- (h) Where such lots are not served by city water and sewer, the minimum lot size permitted shall be as set forth in section 186 of Public Act No. 288 of 1967 (MCL 560.186 et seq.), or as set forth in the City zoning ordinance, whichever is greater.

(Comp. Ords. 1985, § 16.050; Code 1998, § 24-31; Ord. of 12-17-1996(6))

State law reference— Further division of lots, MCL 560.263