

CITY OF STANTON
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Land Division Application

For additional information or questions contact

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Land Division Applicant-

Enclosed is an application for land division for the City of Stanton, Montcalm County. Also included is Form L-4260a 'Notice to the Assessor or Transfer of the Right to Make a Division of Land'. These forms **must** be completed to obtain final approval of the division(s).

Prior to submitting the application be sure to include the following:

- **Completed Land Division Application**
- **Completed Form L-4260a**
- **Certified Survey for all new parcels created as well as remaining parent parcel**
- **Legal Descriptions for all new parcels created as well as remaining parent parcel**
- **Copy of the Deed to the Property, if purchased since January 1, 1997.**
- **Zoning approval, if applicable**
- **Health Department approval, if applicable**
- **Proof that no delinquent taxes exist on parcel proposed to be divided**
- **Fee: \$50.00 for each new parcel (example: 1 to 2 parcel split = \$100.00) - make checks payable to "City of Stanton"**

If any of the information cited above is not included with the land division application, the application will be deemed incomplete and will be returned to the taxpayer. At that time, the completed application may be re-submitted to the assessor along with all required attachments and will once again be reviewed.

Current local ordinance requires the assessor to notify you of the approval or denial within 45 days from the date the application was submitted. Please be aware that new parcels created as a result of this land division will appear on the **current year** assessment and tax rolls.

If you have any questions, please contact us at your earliest convenience.

Sincerely,

Edie Hunter
City of Stanton Assessor

Land Division Application

Approval by your local municipality is required before a property may be sold. Approval is required for any land division of land 40 acres or less unless the division is just a property line adjustment or is a platted lot.

Name and Address where form is to be sent when review is completed:

1. LOCATION of parent parcel to be split:

Address: _____ Road Name: _____
Parent Parcel Number: 59-053-____-____-____
Legal Description of Parent Parcel: _____

2. PROPERTY OWNER INFORMATION:

Name: _____ Phone: (____) _____ Fax: (____) _____
Address: _____
City: _____ State: _____ Zip: _____

3. APPLICANT INFORMATION: (if different from Property Owner)

Name: _____ Phone: (____) _____ Fax: (____) _____
Address: _____
City: _____ State: _____ Zip: _____

4. LAND DIVISION PROPOSAL: (Describe EACH division(s) being proposed)

A. Number of new parcels: _____
B. Intended use (residential, commercial, etc.): _____
C. Legal description of each proposed new parcels (attach additional sheets if needed): _____

5. DEVELOPMENT SITE LIMITS: (Check each of the following that represents a condition existing on any part of the parcel)

____ is riparian or littoral (river or lakefront property) _____ includes a wetland
____ includes slopes more than twenty-five percent (1:4 pitch or steeper) _____ is within a flood plain
____ is known or suspected to have an abandoned well, underground storage tank or contaminated soils

6. ATTACHMENTS: (All attachments must be included) Letter each as designated below.

A. SURVEY, sealed by a professional surveyor of proposed division(s)
B. Survey **MUST** show:
____ current boundaries as of March 31, 1997
____ all previous divisions made after March 31, 1997
____ proposed division(s) with accurate dimensions shown

- ___ existing and proposed road/easement rights-of-way
- ___ easements for public utilities from each parcel to existing public utilities
- ___ any existing improvements (buildings, wells, septic systems, driveways, etc) and anything checked in Question 5

- C. ZONING APPROVAL: (Only if item is checked below)
Yes / No Zoning Approval Required?
- D. HEALTH DEPARTMENT APPROVAL: (Only if item is checked below)
Yes / No Health Department Approval Required?

7. **AFFIDAVIT** and permission for municipal, county and state officials to enter the property for inspections:

I hereby certify that in information contained on the application is true, and understand that any application and subsequent approval based on false information will be void. Further, I agree to comply with the conditions and regulations provided with this parcel division under all applicable State and Local regulations. Deed or other conveyance will include statements required by Public Act 591 of 1996 as to **whether the right to make further divisions is proposed to be conveyed** and the required statement **regarding the right to farm act**. Further, I agree to give permission for officials of the local municipality, county and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify that the information on this application is correct.

Property Owner Signature

Date

DO NOT WRITE BELOW THIS LINE

TOTAL FEE: \$ _____ RECEIPT NO. _____

REVIEWERS ACTION

APPROVED (Conditions, if any) _____

DENIED (Reasons) _____

Reviewers Signature

Date

FOR OFFICIAL USE ONLY

Parent Parcel Number: 59-053 - ___ - ___ - ___
 Name of Applicant: _____
 Number of splits allowed by statute: _____

File Control Number: _____
 Date Filed: _____
 Number requested: _____

NOTICE TO ASSESSOR OF TRANSFER OF THE RIGHT TO MAKE A DIVISION OF LAND

Issued under authority of Land Division Act (P.A. 288 of 1967 as amended by P.A. 87 of 1997) . Filing is mandatory.

This form must be filed by an owner of a parent parcel or parent tract of land when the owner creates a parcel from the parent parcel or parent tract and transfers the right to make a further division to the owner of the created parcel. This form must be filed within 45 days of the transfer of the right to make a division. This form must be filed with the assessor of the city or township where the property is located.

1. Street Address of Parent Parcel or Parent Tract	2. County	4. Date of Transfer of Right to Make a Division
3. City/Township/Village Where Real Estate is Located		<p>PIN, this number ranges from 10 to 25 digits. It usually includes hyphens and sometimes includes letters. It is on the property tax bill and on the assessment notice.</p>
<input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		
5. Property Identification Number (PIN) of Parent Parcel or Parent Tract. If you don't have a PIN, attach legal description.		
6. Name of Owner of Parent Parcel or Parent Tract	Address of Owner of Parent Parcel or Parent Tract	
7. Property Identification Number (PIN) of Created Parcel if PIN has already been assigned.		
8. Name of Owner of Created Parcel	Address of Owner of Created Parcel	

THE FOLLOWING QUESTIONS MUST BE ANSWERED.

1. Did the parent parcel or parent tract have any unallocated divisions under the Land Division Act, P.A. 288 of 1967, MCL 560.101 to 560.293? Check appropriate box below:

YES

NO

If the YES box was checked, go to question 2. If the NO box was checked, go to question 3.

2. How many unallocated divisions did the parent parcel or parent tract have prior to this transfer?

Enter number here _____.

3. Were there any unallocated divisions transferred to the newly created parcel?

YES

NO

If the YES box was checked, go to question 4. If the NO box was checked, go to the signature area of the form.

4. How many unallocated divisions were transferred to the newly created parcel? Enter number here _____.

CERTIFICATION

I certify that the information above is true and complete to the best of my knowledge.

Signature of Owner of Parent Parcel or Parent Tract	Date	If Signer is other than the owner, print name and title
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INSTRUCTIONS

This form must be filed by an owner of a parent parcel or parent tract of land when the owner creates a parcel from the parent parcel or parent tract and transfers the right to make a further division(s) to the owner of the created parcel.

Example: The owner of a parent parcel 10 acres in size is selling off a created parcel 2 1/2 acres in size. In this example the 10 acre parent parcel qualifies under the Land Division Act to make four (4) divisions before platting is required. Therefore, two (2) more divisions may be made before platting is required.



The owner of the parent parcel who sold the 2 1/2 acre parcel can keep the authority to make two (2) additional divisions or may convey the authority to make one or both of the additional divisions to the owner of the created parcel.

If the owner of the parent parcel conveys the authority to make one or both additional divisions to the owner of the 2 1/2 acre created parcel, this form (L-4260a) must be filed with the local assessor within 45 days of that action.

This form must also be filed when the owner of a parent parcel or parent tract conveys the parent parcel or parent tract, and also transfers the right to make further divisions to the new owner of the parent parcel or parent tract.

For more information about the Land Division Act, you may contact the Subdivision Control Section of the Department of Consumer and Industry Services at (517) 334-7750.

Excerpt from P.A. 87 of 1997

Sec. 109(2) The right to make divisions exempt from the platting requirements of the act under section 108 and this section can be transferred, but only from a parent parcel or parent tract to a parcel created from that parent parcel or parent tract. A proprietor transferring the right to make a division pursuant to this subsection shall within 45 days give written notice of the transfer to the assessor of the city or township where the property is located on the form prescribed by the state tax commission under section 27a of the general property tax act, P.A. 206 of 1893, MCL, 211.27a. The state tax commission shall revise the form to include substantially the following questions in the mandatory information portion of the form:

(a) "Did the parent parcel or parent tract have any unallocated divisions under the land division act, P.A. 288 of 1967, MCL 560.101 to 560.293? If so, how many?"

(b) "Were any unallocated divisions transferred to the newly created parcel? If so, how many?"