

CSZ SERVICES
LAND DIVISION/ LOT LINE ADJUSTMENT APPLICATION

You MUST answer all questions and include all attachments, or this will be returned to you.

**** PLEASE BE AWARE LAND DIVISIONS MAY TAKE UP TO 45 DAYS TO BE APPROVED, ZONING ADMIN MAY HAVE TO INSPECT PROPERTY, RESEARCH MAY NEED TO BE DONE & BOARD APPROVAL ALONG WITH ANY OTHER REQUIREMENTS/ORDINANCES HAVE BEEN MET ****

Email or mail to: CSZ Services
PO Box 98
St Johns MI 48879
Cszservices30@gmail.com
Phone: 989-292-4422

Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations as far as parcel being buildable, perk etc.

1. LOCATION of parent parcel to be split:
Address: _____
Parent Parcel Number: _____
Legal Description of Parent Parcel (attach extra sheets as needed): _____

2. PROPERTY OWNER INFORMATION:
Name: _____ Phone: (____) _____
Address: _____
City: _____ State: _____ Zip Code: _____

3. APPLICANT INFORMATION (if not the property owner):
Contact Person's Name: _____
Business Name: _____ Phone (____) _____
Address: _____
City: _____ State: _____ Zip Code: _____

4. PROPOSAL: Describe the division(s) being proposed:
A. Number of new Parcels: _____
B. Intended use (residential, commercial, etc.): _____
C. The division of the parcel provides access to an existing public road by: (check one)

_____ Each new division has frontage on an existing public road. _____

_____ A new public road, proposed road name: _____
(Road name cannot duplicate an existing road name.)
**** Need approval letter from road commission ****

_____ A new private road or easement, proposed road name: _____
(Road name cannot duplicate an existing road name.)
**** Need approval letter from County who issues road name ****

_____ A recorded easement (driveway). – Zoning approval needed

**** Need to have description of easement/ private road etc. ****

Indication of approval, or permit from County Road Commission, MDOT, or respective city/village street administrator, for each proposed new road, easement, or shared driveway

5. DEVELOPMENT SITE LIMITS: Check each that represents a condition which exists on the parent parcel. Any part of the parcel:
- is in a DNR-designated critical sand dune area.
 - is riparian or littoral (it is a river or lake front parcel).
 - is affected by a Lake Michigan High Risk Erosion setback.
 - includes a wetland.
 - includes a beach.
 - is within a flood plain.
 - includes slopes more than twenty five percent (a 1:4 pitch or 14° angle) or steeper.
 - is on muck soils or soils known to have severe limitations for on site sewage systems.
 - is known or suspected to have an abandoned well, underground storage tank or contaminated soils.

6. Does the parent parcel or any portion of the parent parcel in PA 116? _____
 ** IF YES NEED TO PROVIDE PAPERWORK FOR RELEASE OF THE PA 116 **

7. Are there any mortgage(s) or liens on the parent parcel? _____
 ** IF YES NEED TO PROVIDE PAPERWORK FOR RELEASE OR PARTIAL RELEASE OF MORTGAGE **

8. **** NO LANDLOCKED PARCEL MAY BE CREATED**

9. A tax certificate from the County Treasurer that complies with the requirement of PA 23 of 2019 establishing all property taxes and special assessments due on the parcel(s) or tract subject to the proposed division have been paid for 5 years preceding the date of the application. (*Gratiot County Treasurer 989-875-5220 – Montcalm County Treasurer 989-831-7334 – Hillsdale County Treasurer 517-437-4700 & Ingham County Treasurer 517-676-7220*)

10. ATTACHMENTS: (all attachments **must** be included). Letter each attachment as shown here.

- A. 1. A survey, sealed by a professional surveyor of proposed division(s) of parent parcel; OR current boundaries (as of March 31, 1997), and
 - (1) all previous divisions made after March 31, 1997 (indicate when made or none), and
 - (2) the proposed division(s), and
 - (3) dimensions of the proposed divisions, and
 - (4) existing and proposed road/easement right-of-way, and
 - (5) easements for public utilities from each parcel to existing public utility facilities, and
 - (6) any existing improvements (buildings, wells, septic systems, driveways, etc.)
 - (7) any of the features checked in question number 6.
- B. Indication of approval, or permit from County Road Commission, MDOT, or respective city/village street administrator, for each proposed new road, easement, or shared driveway.
- C. A copy of any transferred division rights (§109(4) of the Act) in the parent parcel. (deed)
- D. A fee paid – see list of fees on website cszservices.com
- E. Other (please list) _____

11. IMPROVEMENTS: Describe any existing improvements (buildings, well, septic, etc.) which are on the parent parcel or indicate none (attach extra sheets in needed). _____

12. A new PRE (homestead) affidavit must be filled with new parcel number(s) once split is approved, and new number(s) assigned to all parcels that still qualify for the exemption.

13. ** CURRENT SUMMER AND WINTER TAXES HAVE TO BE PAID IN FULL BY THE END OF YEAR (DECEMBER 31ST), IF THEY ARE NOT PAID BY END OF YEAR SPLIT MAY NOT TAKE PLACE. BY SIGNING & APPLYING FOR SPLIT APPLICANTS) ARE AWARE OF AND AGREEING TO MAKE SURE TAXES ARE PAID WITH BUYER & SELLERS AGREEMENT(S) IF NOT IT MAY BE ANOTHER YEAR TO TAKE PLACE.

14. AFFIDAVIT and permission for municipal, county and state officials to enter the property for inspections:
I agree the statements made above are true, and if found not to be true this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided with this parent parcel division. Further, I agree to give permission for officials of the 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 the application is correct at a time mutually agreed with the applicant. Finally, I understand this is only a parcel division which conveys only certain rights under the applicable local land division ordinance, the local zoning ordinance, and the State 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.), and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.
Finally even if this division is approved, I understand zoning, local ordinance and State Acts change from time to time, and if changed the divisions made here must comply with the new requirements (apply for division approval again) unless deeds, land contracts, leases or surveys representing the approved division are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

Property Owner's Signature _____ Date: _____

**** IF MORE THEN 1 OWNER NEED A LETTER OF AUTHORIZING PARCEL TO BE SPLIT ****

Email/Contact information for realtor and or title company for approval letter:

DO NOT WRITE BELOW THIS LINE:

ZONING ADMINISTRATOR ACTION: TOTAL \$ _____ Receipt # _____

_____ Approved: Conditions, if any: _____

_____ Denied: Reasons (cite §): _____

Signature and date: _____