



# County of Newaygo Land Division & Combination Application

*Also app fee + 1/2<sup>nd</sup> Tax  
\$5 County fee*

The applicants must answer ALL questions and include ALL attachments, or this form will be returned without consideration.

1. NAME OF TOWNSHIP where parcel to be split/combined is located: \_\_\_\_\_

2. OWNERS NAME & ADDRESS INFORMATION  
List names of ALL owners of parent parcel(s) to be split/combined:  
\_\_\_\_\_

Owners Address: \_\_\_\_\_  
City: \_\_\_\_\_ Owners State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Owners Phone: \_\_\_\_\_ Owners Email: \_\_\_\_\_

3. ADDRESS OF PROPERTY: \_\_\_\_\_

4. PARENT PARCEL NUMBER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. LEGAL DESCRIPTION OF PARENT PARCEL (attach extra pages if necessary)

6. PROPOSED LAND DIVISION INFORMATION:  
a. Number of new parcels being requested: \_\_\_\_\_  
b. Intended use (residential/agricultural/etc.): \_\_\_\_\_  
c. Access from each new parcel will be (must check all that apply)  
Frontage on an Existing Road (per local Zoning Ordinance requirements) \_\_\_\_\_  
\_\_\_\_ New Public Road – If checked, New Public Road Name: \_\_\_\_\_  
\_\_\_\_ New Private Road – If checked, New Private Road Name: \_\_\_\_\_  
\_\_\_\_ Recorded Easement – If checked, Easement Libre/Page: \_\_\_\_\_  
Road or Easement Description: \_\_\_\_\_

7. DEVELOPMENT SITE LIMITS (check each which represents a condition which exists on the parent parcel)  
\_\_\_\_ waterfront property (river, lake, pond, etc.)      \_\_\_\_ includes wetlands  
\_\_\_\_ within a flood plain      \_\_\_\_ includes a beach  
\_\_\_\_ is on muck soil or soils known to have severe limitations for on-site sewage.

**8. FUTURE DIVISION RIGHTS AND TRANSFERS:**

- a. Is the owner making all divisions that are allowed for the parcel? Yes: \_\_\_ No: \_\_\_
- b. If all divisions are not currently being made, how many remaining divisions are allowed for the parent parcel? \_\_\_  
Enter number of remaining divisions: \_\_\_
- c. If there are remaining future divisions that may still be made, is the right to make future divisions being transferred from the parent parcel to any other parcel? Yes: \_\_\_ No: \_\_\_
- d. If rights are being transferred, how many rights are transferring? \_\_\_  
Enter number of transferring divisions: \_\_\_

**9. PROPERTY TAXES AND ASSESSMENTS:** Have all due property taxes and any due installments of special assessments on parcel been paid? Yes: \_\_\_ No: \_\_\_

**TAX CERTIFICATION REQUIREMENT:** Official tax certification signed by the County Treasurer and Township is required to complete any land division/combination.

**10. REQUIRED ATTACHMENTS TO THE LAND DIVISION & COMBINATION APPLICATION:** The following items must be attached to proceed with the review of this application. If any needed items are not attached, the application will be returned without consideration. **(Please use the following as a checklist.)**

\_\_\_ **TAX CERTIFICATION:** A tax form signed by Township & County Treasurer.

\_\_\_ **LEGAL DESCRIPTIONS:** A complete and accurate legal description of each new proposed land division/combination of the parent parcel (including a new description for the remaining parent parcel), and each new proposed easement, road, or shared driveway is required.

\_\_\_ **Attached LEGAL DESCRIPTIONS** for all new parcels and the remaining parent parcel.

\_\_\_ **MAP OF PROPOSED LAND DIVISIONS:** An accurate legal description of all the proposed divisions/combinations, however, shall always be required.

A **survey** is required for land divisions and must describe the following information:

1. The boundaries of the parent parcel as it existed.
2. The location of the proposed division(s) line(s).
3. The dimensions of the proposed divided parcels.
4. The location of existing and any proposed roads, driveways, and/or easements.
5. The location of any existing or proposed easements for public utilities from each parcel to existing public utility facilities.
6. Any existing improvements such as buildings, wells, septic systems, drives, garages, etc.

Does the survey or site plan map meet these requirements above? Yes: \_\_\_ No: \_\_\_

\_\_\_ **MAP OF PROPOSED COMBINATION ONLY:** Maps drawn to scale will be acceptable.

**11. STATEMENT OF OWNERS:**

- I (we) agree that the statements made above are true, and if found not to be true, this application and any approval based upon this application will be void.
- I (we) agree to comply with the conditions and regulations applicable to this application and applicable to the parent parcel division.
- I (we) hereby give permission for officials of the Township to enter the property at reasonable times where the parcel division is being proposed for purposes of inspection to verify that the information on the application is correct.
- I (we) further understand that any approval granted by the Township with respect to this Land Division/Combination Application applies only to the Township's Land Division Ordinance, the Township's Zoning Ordinance, and the State of Michigan Land Division Act (formerly the Subdivision Control Act) as amended.
- I (we) understand that approval of this Land Division/Combination Application does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights. Finally, even if this application is approved,
- I (we) understand that zoning, local ordinances, and State Acts change from time to time, and if changed, the divisions made here must comply with any applicable new requirements unless deeds, land contracts, leases, or surveys representing the approved divisions are recorded with the Register of Deeds for Newaygo County, or the division is built upon before the changes to such ordinances or laws are made.
- I (we) understand that is the policy of Newaygo County not to process midyear land divisions/combinations and that the new parcels will not be entered onto the tax roll until the following calendar year.

**12. SIGNATURES:**

Owner: \_\_\_\_\_ Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner: \_\_\_\_\_ Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner: \_\_\_\_\_ Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner: \_\_\_\_\_ Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

**This Section for Official Use Only**

\_\_\_\_ Survey Received \_\_\_\_ Legal Description Received \_\_\_\_ Tax Certification Received

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Payment \$ \_\_\_\_\_ Receipt/Check #: \_\_\_\_\_ Received on \_\_\_\_\_

Zoning Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Land Division/Combination Official Approval: \_\_\_\_\_ Date: \_\_\_\_\_



**Jason O'Connell**  
 County of Newaygo  
 Office of the Treasurer  
 P.O. Box 885, White Cloud, MI 49349  
 Phone: 231.689.7230

**Land Division Tax Payment Certification Form**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner City, State, Zip: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property City, State, Zip: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

**Certification Fee \$5.00 per parcel**

Please attach a legal description of the parent parcel/parcels to be divided/combined.

**CERTIFICATION – Local Unit Approval – No unpaid current year taxes at this time.**

Certified by: \_\_\_\_\_ Date Certified: \_\_\_\_\_

**CERTIFICATION DENIED**

The Newaygo County Treasurer's Office has found delinquent taxes on the parcel listed above and cannot issue a certification of tax payment.

Delinquent Taxes Owed: \_\_\_\_\_

**CERTIFICATION APPROVED**

Pursuant to PA 23, the Newaygo County Treasurer's Office certifies that all property taxes and special assessments due on the above parcel subject to the proposed division for the five years preceding the date of the application have been paid. This certification includes taxes, if any, now in the process of collection by the City, Village or Township Treasurer. **A Certification Fee of \$5.00 is due and payable to Newaygo County Treasurer, P.O. Box 885., White Cloud, MI 49349.**

Certified by: \_\_\_\_\_ Date Certified: \_\_\_\_\_