

City of Gaylord

305 E. Main Street
Gaylord, MI 49735
989-732-4060

Parcel Division Application

Please answer all questions and include all attachments. Bring or mail completed form to the City of Gaylord at the above address.

Approval of a division of land is required before it is sold when a new parcel is less than 40 acres and not just a property line adjustment (Sec 102 e & f).

This form is designed to comply with Sec. 108 and 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 and P.A. 87 of 1997, MCL 560.101 et.seq.).

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

1. PARENT PARCEL to be split:

Street Number _____ Street Name _____

Parent Parcel Identification Number: _____

Parent Parcel Legal Description (DESCRIBE OR ATTACH):

2. PROPERTY OWNER INFORMATION:

Name: _____

Address: _____

Street Address, City, State, Zip Code

Phone Number: _____

3. PROPOSED DIVISION(S) TO INCLUDE THE FOLLOWING:

- a. Number of new parcels
- b. Intended use (residential, commercial, etc.)
- c. Each proposed parcel has a depth to width ratio of 4 to 1 or _____ to _____ as provided by ordinance.

- d. Each parcel has a width of _____ (not less than required by ordinance)
- e. Each parcel has an area of _____ (not less than required by ordinance)
- f. The division of each parcel provides access as follows: (check one)
 - _____ Each new division has frontage on an existing public road. Road name: _____
 - _____ A new public road, proposed road name: _____
 - _____ A new private road, proposed road name: _____
- g. Describe or attach a legal description of proposed new road, easement or shared driveway.
- h. Describe or attach a legal description for each proposed new parcel.

4. **FUTURE DIVISIONS** being transferred from the parent parcel to another parcel. Indicate number transferred _____. (See section 109(2) of the Statute. Make sure your deed includes both statements as required in 109 (3&4) of the Statute.)

5. **DEVELOPMENT SITE LIMITS** (Check each which represent a condition which exists on the parent parcel):

- _____ Waterfront property (river, lake, pond, etc.)
- _____ Includes Wetlands
- _____ Is within a flood plain
- _____ Includes a beach
- _____ Is on muck soils or soils known to have server limitations for onsite sewage system.

6. **ATTACHMENTS:** All the following attachments **MUST** be included. Letter each attachment as shown:

- a. A certified survey of the proposed division(s) and the parent parcel showing:
 - i. Current boundaries (as of March 31, 1997), and
 - ii. All previous divisions made after March 31, 1997 (indicate when made or none), and
 - iii. The proposed division(s), and
 - iv. Dimensions of the proposed divisions, and
 - v. Existing and proposed road/easement right-of-way(s), and
 - vi. Easements for public utilities from each parcel that is a development site to existing public utility facilities, and
 - vii. Any existing improvements (buildings, wells, septic system, driveways, etc.)
 - viii. Any of the features checked in question number 5.
- b. Indication of approval, or permit from the appropriate county road commission, Michigan Department of Transportation or respective city/village street administrator, that a proposed easement provides vehicular access to an existing road or street meets applicable location standards.
- c. A copy of any reserved division rights (sec. 109(2) of the act) in the parent parcel.
- d. A fee of \$_____

7. **IMPROVEMENTS:** Describe any existing improvements (buildings, well, septic, etc., which are on the parent parcel or indicate none).

8. **Acknowledgement :**

The undersigned acknowledges that any approval of the within application is not a determination that the resulting parcels comply with other applicable ordinances, rules or regulations which may control the use or development of the parcels. It is also understood that ordinances, laws and regulations are subject to change and that any approved parcel division is subject to such changes that may occur before the recording of the division or the development of the parcels.

Property Owner's Signature _____

Date: _____

Application Completed Date: _____

Approval Date: _____

Denial Date: _____

Reasons for denial: _____
