

**EVELINE TOWNSHIP**  
**PARCEL DIVISION APPLICATION**

Case # \_\_\_\_\_

You **MUST** answer all questions and include all attachments. An incomplete application will be returned to you. Mail the completed application to Eveline Township Zoning Administrator, PO Box 496, East Jordan, MI 49727.

Approval of a division of land is required before it is sold when a **new parcel is less than 40 acres**. Approval is also required when property is transferred from one parcel to an adjoining parcel.

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; MSA 26.430 et. Seq.) and the Eveline Township Parcel Division Ordinance.

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

**1. LOCATION OF PARENT PARCEL TO BE SPLIT:**

Street Address: \_\_\_\_\_  
Parent Parcel Legal Description (describe or attach) \_\_\_\_\_  
Parent Parcel Tax ID# \_\_\_\_\_

**2. PROPERTY OWNER INFORMATION:** (If more than one owner, attach separate sheet)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**3. ATTACHMENTS:** All of the following attachments **MUST** be included for both divisions and property transfers. Letter each attachment as shown:

- A. A deed, land contract, or other proof of ownership of the lot, parcel, or tract of land that is the subject of the proposed division or property transfer.
- B. Unless waived under Section 6(b)(5) of the Eveline Parcel Division Ordinance, a survey map of the land proposed to be divided or the land involved in the property transfer showing:
  - (1) the dimensions of the lot, parcel or tract of land to be divided, or the lots or parcels involved in a property transfer:
  - (2) the dimensions of the lots, parcel, or tracts of land that will result from the division or property transfer:
  - (3) the location of all current easements on the lot, parcel or tract of land to be divided, or on the lots or parcels involved in a property transfer:

- (4) the location of all proposed easements (both utility easements and ingress/egress easements) on the lots, parcels or tracts of land that will result from the division or property transfer:
  - (5) all buildings and structures on the lot, parcel, or tract of land to be divided, or on the lots or parcels involved in a property transfer and the distances between these buildings and structures and the original property lines of the lot, parcel, or tract of land to be divided, or the lots or parcels involved in a property transfer:
  - (6) the distances between these buildings and structures and the property lines of the lots, parcels, or tracts of land that will result from the division or property transfer:
- C. A map showing the location of the lot, parcel, or tract of land to be divided, or the lots or parcels involved in a property transfer within the township.
  - D. Legal descriptions, certified by a registered land surveyor licensed by the State of Michigan, or the lots, parcels, or tracts of land that will result from the division or property transfer.
  - E. If the lots, parcels, or tracts of land that will result from the division or property transfer will be a development site, then indication of approval or permit from either MDOT or the Charlevoix County Road Commission that each such resulting lots, parcels, or tracts of land has or can have a driveway or easement that provides vehicular access to an existing road or street and meets all applicable MDOT or road commission location standards.
  - F. A statement whether the lots, parcels, or tracts of land that result from the division or property transfer are intended as development sites.
  - G. A fee in the amount of \$\_\_\_\_\_
4. **PROPOSED DIVISION(S):** In addition to the attachments required under item 3 above, a proposed property division must also include or demonstrate the following:
- A. Number of proposed lots or parcels \_\_\_\_\_
  - B. The history of the prior divisions of the parent parcel from which the Applicant's parcel or tract of land came and proof that the Applicant holds the right to divide the parcel or tract of land proposed for division.
  - C. That each proposed lot or parcel has a depth to width ratio or no more than 4 to1.
  - D. That each proposed lot or parcel has a width of \_\_\_\_\_ (not less than required by Eveline Township Zoning Ordinance)
  - E. That each proposed lot or parcel has an area of \_\_\_\_\_ (not less than required by Eveline Township Zoning Ordinance)
  - F. If a proposed lot or parcel has structures located on it, that the new property boundaries are located to comply with all setback requirements of the Eveline Township Zoning Ordinance.

- G. That each proposed lot or parcel is provided access as follows: (check one)
- (1) \_\_\_ By an existing public road. Road Name: \_\_\_\_\_
  - (2) \_\_\_ By a new public road. Proposed road name: \_\_\_\_\_
  - (3) \_\_\_ By a new private road. Proposed road name: \_\_\_\_\_
- H. Describe or attach a legal description of the proposed new road, easement or shared driveway. \_\_\_\_\_

5. **PROPOSED PROPERTY TRANSFER(S):** In addition to the attachments required under item 3 above, a proposed property transfer must also include or demonstrate the following:

- A. Describe or attach a legal description of the property being transferred.  
\_\_\_\_\_
- B. Describe or attach a legal description of the property from which the property will be transferred. \_\_\_\_\_
- C. Describe or attach a legal description of the property to which the property will be transferred. \_\_\_\_\_
- D. The lots of parcels remaining after the property transfer will each have a width of \_\_\_\_\_ (not less than required by Eveline Township Zoning Ordinance)
- E. The lots or parcels remaining after the property transfer will each have an area of \_\_\_\_\_ (not less than required by Eveline Township Zoning Ordinance)
- F. If the lots or parcels remaining after a property transfer have structures located on them the now property boundaries must be located to comply with all setback requirements of the Eveline Township Zoning Ordinance.

6. **FUTURE DIVISIONS:** Indicate the number of future divisions being conveyed from the parent parcel to another parcel. \_\_\_\_\_ See section 109(2) of the Land Division Act. Make sure your deed includes both statements as required in 109(3) and (4) of the Act. [Note: Future divisions do not apply to property transfers.]

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

8. **AFFIDAVIT:** and permission for township, 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 conditions and regulations provided with this parent parcel division. Further, I agree to give permission for officials of the township, county and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection. Finally, I understand this is only a parcel division which conveys certain rights under the Eveline Township Parcel Division 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 and P.A. 87 of 1997; MCL

560.101 et.seq) and does not include any representation or conveyance of rights in any other statute, zoning ordinance, deed restrictions or other property rights.

Finally, even if this division is approved, I understand local ordinances and state acts change from time to time. Therefore, I hereby acknowledge that any approval of a division or property transfer shall expire and a new approval required after ninety (90) day from the date of the approval, unless I record in the Charlevoix County Register of Deeds Office an instrument of conveyance documenting the division or property transfer and file a copy of that recorded instrument with the zoning administrator.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For office use only** \_\_\_\_\_

Reviewer's action: Total Fee: \_\_\_\_\_ Check # \_\_\_\_\_ Date Received: \_\_\_\_\_

Approval Date: \_\_\_\_\_ Denial Date: \_\_\_\_\_

Reasons for denial: \_\_\_\_\_ See attached

Signature: \_\_\_\_\_