

Berlin Charter Township

8000 Swan View • Newport, MI 48166 • (734) 586-2187 • Fax (734) 586-8900



LAND DIVISION APPLICATION

You must answer all questions and include all attachments, or this will be returned to you as an incomplete application. Bring or mail (with payment) to: Berlin Charter Township, Building Department, 8000 Swan View, Newport, MI (734) 586-2187 ext. 5

Please print or type

APPLICANT (if not the property owner)	
Name	Phone
Business Name	
Address	
City/State/Zip	

1. LOCATION of parent parcel to be split:

Address: _____

Parent parcel number: _____

Legal description of Parent Parcel (attach extra sheets if needed): _____

_____ Township

IMPORTANT: Are there any parcels above that are included in a mortgage: YES NO

If Yes, please list which parcel(s): _____

(We will mail all responses to the following address):

2. PROPERTY OWNER Information:

Name	Phone
Business Name	
Address	
City/State/Zip	

3. 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 (cannot duplicate an existing road name)

- A recorded easement/driveway. (Cannot service more than one potential site).

3A. Write here or attach a legal description of the proposed new road (attach extra sheets if needed):

3B. Write here or attach a legal description for each proposed new parcel (attach extra sheets if needed):

4A. FUTURE DIVISIONS that might be allowed but not included in this application? _____

4B. The number of future divisions being transferred from the parent parcel to another parcel? _____

Identify the other parcel: _____

(See section 109(2) of the Statute. Make sure your deed includes both statements as required in section 109(3) and 109(4) of the Statute)

5. DEVELOPMENT SITE LIMITS. Check each that represents a condition which exists on the parent parcel. Any part of the parcel:

- | | | | |
|--------------------------|---|--------------------------|-------------------------|
| <input type="checkbox"/> | waterfront parcel | <input type="checkbox"/> | includes wetlands |
| <input type="checkbox"/> | includes a beach | <input type="checkbox"/> | is within a flood plain |
| <input type="checkbox"/> | includes slopes more than twenty-five percent (a 1:4 pitch or 1400° angle) or steeper | | |
| <input type="checkbox"/> | is on muck soils or soils known to have severe limitations for on site sewage systems | | |
| <input type="checkbox"/> | is now or suspected to have an abandoned well, underground storage tank or contaminated soils | | |

6. ATTACHMENTS (all attachments must be included). Letter each attachment as shown here.

A. 1. A survey, sealed by a professional surveyor at a scale of _____ (insert scale) of proposed division(s) of parent parcel;

OR 2. A map/drawing drawn to scale of _____ (insert scale) of proposed division(s) of parent parcel and the 30-day time limit is waived:

Signature: _____

The survey or map must show:

- (1) current boundaries (as of March 31, 1997), and
- (2) all previous divisions made after March 31, 1997 (indicate when made or none), and
- (3) all proposed division(s), and
- (4) dimensions of the proposed divisions, and
- (5) existing and proposed road/easement right-of-ways, and
- (6) easements for public utilities from each parcel to existing public utility facilities, and
- (7) any existing improvements (buildings, wells, septic systems, driveways, etc.)
- (8) any of the features checked in question number 5.

B. Location of the public sewer system which will service each proposed parcel, or the engineering plans, which show the extension to be made for this purpose.

C. A Plan that shows that each proposed parcel is serviced by a public water system, or that appropriate extensions will be made to said parcels.

D. Indication of approval, or permit from County Road Commission, MDOT, for each proposed new road designed to service said proposed parcel(s).

E. A copy of any transferred division rights (109(4) of the Act) in the parent parcel.

F. An Application fee of \$100 plus a \$25 charge for each parcel reviewed.

G. Tax Certification of County Treasurer meeting requirements of Ordinance Section 7H (51 S Macomb Street, Monroe, MI 48161)

H. Mortgagee Approval

I. Other (please list) _____

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

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

I hereby state that 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, and the State Land Division Act (formerly the Subdivision Control Act, P.A. 28 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, if this division is approved, I understand zoning, local ordinances and State Acts change from time to time, and if changed the division made here must comply with the new requirements (apply for division approval again) unless deeds, or land contracts, representing the approved divisions are recorded with the Register of Deeds within 30 days after preliminary approval is granted.

All property owners' signature required: Please attach extra sheets if more room is needed for signatures.

Signature & Date

Signature & Date

Printed Name of Signature Above

Printed Name of Signature Above

STATE OF MICHIGAN)

)ss.

COUNTY OF MONROE)

On this _____ day of _____, _____, before me personally appeared the above named, known to me to be the person described herein and who executed the foregoing signature.

Notary Public Signature: _____ County: _____

My Commission Expires: _____

Acting in the County of: _____

OFFICE USE ONLY:

Preliminary Approval: Pending survey verification of sketch submitted for review. Good for 90 days then will be voided.

Zoning Administrator: _____

Assessor: _____

Tentative Approval: Pending copy of recorded documents with the Monroe County Register of Deeds Office. If any portion of the land has been transferred then a deed will be required. Good for 30 days then will be void unless conveyance documents are recorded with Monroe County Register of Deeds.

Zoning Administrator: _____

Assessor: _____

Final Approval: After proof of recorded documents and ALL requirements have been met, including any payment if required.

Zoning Administrator: _____

Assessor: _____

New Parcel Numbers assigned for next year: _____

New parcel numbers that are assigned to the new legal descriptions created will appear on the next year's Assessment and Tax Rolls. Notice of Assessments will be mailed in February showing the new values.

The current year's Summer and Winter tax bills will NOT be divided by the Township. Payment of taxes (Summer & Winter) must be decided by the Buyer and Seller. The current year's tax bills will be based on the status as of December 31st of the previous year. If there was only ONE parcel, there will only be ONE bill.

LETTER OF AUTHORIZATION

Request for: Land Division Land Division/Combination

DATE: _____

To Berlin Charter Township:

I, _____ hereby authorize and request Berlin Charter Township to process the (circle one: division, combination, division/combination) of Parcel/Lot No(s).

If applicable: located within the _____ Subdivision.

IMPORTANT: Are there any parcels that are included in a mortgage: YES NO

If Yes, please attach a letter of approval from your mortgage company relating to this request to divide or combine.

Notice regarding LAND COMBINATIONS: Please be informed that, once approved, any future requests to re-divide a combined property may require approval from the Berlin Zoning Board of Appeals and that may or may not be approved at that time.

Property Owner Name Printed

Property Owner Name Printed

Address

City/State/Zip Code

Daytime Telephone Number

E-mail

Please sign the form in front of the person notarizing this document.

Property Owner Name Signature

Property Owner Name Signature

STATE OF MICHIGAN)

)ss.

COUNTY OF MONROE)

On this _____ day of _____, _____, before me personally appeared the above named, known to me to be the person described herein and who executed the foregoing signature.

Notary Public Signature: _____ County: _____

My Commission Expires: _____

Acting in the County of: _____

BERLIN CHARTER TOWNSHIP LAND DIVISION CHECKLIST

8000 Swan View Drive, Newport, MI 48166

Assessing Department (734) 586-2187, ext 8 Building Department (734) 586-2187, ext 5

The following documentation must be submitted prior to processing a request for combination of land in the township.

- Letter of Authorization completed by the property owner(s).
- Completed Land Division application.
- Township Fees: Amount Due \$ _____
\$100 plus \$25 for each parcel reviewed.
- A copy of the Deed for the properties being divided.
- For parcels outside of a platted subdivision or condominium, applicant must submit a legal survey with the surveyor's seal showing parcel to be divided with detailed legal description of all parcels being created, including any remainder parcels. Any structures on the properties must be indicated on the survey (2 copies are required).
- Land Division tax certification from Monroe County Treasurer meeting requirements of Section 7H of the Township Land Division and Combination Ordinance.
- **IMPORTANT:** Are there any parcels that are included in a mortgage: YES NO
If Yes, please attach a letter of approval from your mortgage company relating to this request to combine.

NOTE: It is your responsibility to ensure that the Township has all information necessary to review your combination request.