



Office of Planning and Zoning
 420 N Front Street
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 Suttons Bay, MI 49682
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VILLAGE OF SUTTONS BAY LAND DIVISION ADMINISTRATION CHRISTY M. BROW PHONE: (231)227-1095 michiganassessing@hotmail.com	FOR OFFICE USE ONLY PARCEL # 043- _____ - _____ - _____ DATE (received complete): _____ FEE: _____ APPLICATION #: _____
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This form is designed to comply with applicable local zoning, land division ordinances and Section 109 & 109 of the Michigan Land Division Act (formerly) the Subdivision control Act, PA 288 of 1967, as amended (particularly by PA 591 of 1996), MCL 560.101 et. Seq.

VILLAGE OF SUTTONS BAY LAND DIVISION APPLICATION
PLEASE ANSWER ALL QUESTIONS AND INCLUDE ALL ATTACHEMENTS, OR THE APPLICATION WILL BE RETURNED TO YOU AS INCOMPLETE.

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

1. PROPERTY OWNER INFORMATION:

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

2. APPLICANT INFORMATION:

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

3. LOCATION OF PARENT PARCEL/TRACT TO BE SPLIT

ADDRESS: _____

PARENT PARCEL NUMBER: 043- _____ - _____ - _____

LEGAL DESCRIPTION OF PARENT PARCEL (attach an extra sheet if necessary):

Proposal:

Describe the proposed division(s):

a. Number of new parcels (remainder counts as 1 split unless 60% of the whole): _____

Legal Description of each proposed new parcel (attached an extra sheet if necessary):

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: _____

___ A new private road or easement; proposed road name: _____
(Road name cannot duplicate existing road name)

___ A recorded driveway (cannot service more than one potential site).

Legal description of the proposed road, easement or shared driveway (attach an extra sheet if necessary)

5. FUTURE DIVISIONS:

a. Future divisions that might be allowed but not included in this application: _____

b. The number of future division being transferred from the parent parcel to another parcel: _____

Identify the other parcel: _____

See 109(2) of the Statute. Your deed must include both statements as required in S109 (3) and 109(4) of the Statute.

6. DEVELOPMENT SITE LIMITS:

Check each condition that exists on the current parent parcel, if not applicable, indicate with "none" or "no".

- ___ Is located in a EGAL designated critical sand dune area.
- ___ Is a riparian or littoral (contains a river, creek, or lake frontage).
- ___ Affected by a Lake Michigan High risk Erosion setback.
- ___ Includes wetlands (any amount).
- ___ Includes a beach.

- _____ Is located within a flood plain.
- _____ Has slopes more than twenty five percent (25%) (a1:5 pitch)
- _____ Has soils known to have limitations for on-site sewage systems.
- _____ Known or suspected to have and abandoned well, underground storage tank or contaminated soils.
- _____ Has any burial plots.

7. ATTACHMENTS: (must be included)

1. _____ A survey, sealed by a professional surveyor (at a scale of not more than 200' to the inch) of proposed division(s) and parent parcel.

OR

2. _____ A map/drawing, (at a scale of not more than 200' to the inch) of proposed land division(s) and parent parcel.

The survey must show:

- a. Current Boundaries (as of March 31, 1997).
- b. All previous divisions made after March 31, 1997.
- c. The proposed division(s).
- d. Dimensions of the proposed division(s).
- e. Existing and proposed road/easement right-of-way.
- f. Easement for public utilities to each parcel.
- g. All existing improvements (buildings, wells, septic systems, driveways, etc.)
- h. Any existing burial plots or vaults.

8. ADDITIONAL REQUIRED DOCUMENTATION:

- a. _____ Approval, or permit from the county Road commission or MDOT for each proposed new road, easement or shared driveway.
- b. _____ Proof of fee ownership of the land proposed to be divided (ie: deed, probate docs, trust, etc.).
- c. _____ A soil evaluation or septic system permit for each proposed parcel prepared by the Health Department or verification that each proposed parcel is serviced by a public sewer system (if less than one (1) acre).
- d. _____ An evaluation/indication that approval will occur or a well permit for potable water for each proposed parcel prepared by the Health Department, or each proposed parcel is serviced by a public seer system (if less than one (1) acre).
- e. _____ A copy of any transferred division rights in the parent parcel (Section 109(4) of the Act).
- f. _____ A fee of \$250.

g. _____ Current paid tax receipt.

h. _____ Private Road Application/Approval.

i. _____ Other (please list): _____

j. _____

9. IMPROVEMENTS:

Describe all existing improvements (buildings, wells, septic etc.) which are on the parent parcel or indicate none. Any improvements must be shown on the survey. (attach extra sheets if needed): _____

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