

**Land Division / Combination Application**

**Scio Township**

827 North Zeeb Road, Ann Arbor, Michigan 48103

Phone: 734-369-9400 Fax: 734-665-0825

sciotownship.org

You **MUST** answer all questions and include all attachments, or this will be returned to you. Bring or mail to: Scio Township, 827 North Zeeb Road, Ann Arbor, Michigan 48103, for the municipal reviewing agent.

Approval of a land division 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). **NOTE: Approval of a land division is not a determination that the resulting parcels comply with other Township ordinances and/or regulations, or that a building permit can or will be issued in the future**

Applicant Information:

Name: _____	This form is designed to comply with local zoning, land division ordinance 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) MCL 560.101 etc.
Address: _____	
City/State/Zip: _____	
Phone: _____ Email: _____	

**\*\* REQUIRED \*\*** Brief description of what you are requesting: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

1. **LOCATION** of parent parcel(s) to be split:

Address: \_\_\_\_\_ Road Name: \_\_\_\_\_

Parent parcel number(s): \_\_\_\_\_

- (a) Provide proof that all *special assessments* have been paid.
- (b) Provide proof that all due and payable *taxes* have been paid.(SEE COUNTY FORM.)

2. **PROPERTY OWNER** Information:

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

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

3. **PROPOSAL:** Describe the divisions(s) being proposed:

- A. Number of new parcels \_\_\_\_\_
- B. Intended use (residential, commercial, etc.) \_\_\_\_\_
- C. Is the parcel to be divided a lot or outlot in a platted subdivision? (yes or no)
  - 1. If **YES**, please provide a formal written request to the Board of Trustees for your land division request.
- D. Are all proposed new parcels greater than or equal to 40 acres? (yes or no)
- E. The division of the parcel provides access to an existing public road by: (check one)
  - \_\_\_\_\_ Each new parcel has frontage on an existing public road
  - \_\_\_\_\_ A new **public** road, proposed road name: \_\_\_\_\_  
(road name cannot duplicate an existing road name)
  - \_\_\_\_\_ A new **private** road or easement, proposed road name: \_\_\_\_\_  
(road name cannot duplicate an existing road name)
  - \_\_\_\_\_ A recorded easement (driveway). (Cannot service more than one potential site.)
- F. Attach a legal description of the proposed new road, easement or shared driveway.
- G. Attach a legal description for each proposed new parcel.

**\*\* If you answered "yes" to either question "C" or "D" and you have checked at least one item in question "E," skip the remaining sections, attach plot plan and sign at the bottom of this application**

4. **DEVELOPMENT SITE LIMITS** Check each item that represents a condition which exists on any part of the parent parcel:

- \_\_\_\_\_ is riparian or littora (it is a river-bank or lake-front parcel)
- \_\_\_\_\_ includes a wetland
- \_\_\_\_\_ is within a flood plain
- \_\_\_\_\_ is on muck soil or soils known to have severe limitations for on-site sewage systems
- \_\_\_\_\_ is known or suspected to have an abandoned well, underground storage tank or contaminated soils

5. **ATTACHMENTS** (The application will not be processed until all requirements are met).

- A. A survey, sealed by a professional surveyor at a scale of 100' to the inch of the proposed division(s) of the parent parcel:
  - 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) the proposed division(s), **AND**
  - 4) dimensions of each proposed parcel, **AND**
  - 5) existing and proposed road/easement rights-of-way, **AND**
  - 6) easements for public utilities from each parcel to existing public utility facilities, **AND**
  - 7) any existing improvements (buildings, wells, septic system, driveways, etc.) **AND**
  - 8) any of the features checked in question #5.
- B. Indication of approval, or permit from the County Road Commission, MDOT or Scio Township, for each proposed new road, easement, or shared driveway
- C. A copy of any transferred division rights (SS109(4) of the Act) in the parent parcel
- D. A **fee** of \$300.00
- E. A completed Land Division Tax Certification indicating all taxes are paid and current
- F. Proof of pay-off of any special assessments

6. **FUTURE DIVISIONS**

- A. Future Divisions that might be allowed but not included in this application? \_\_\_\_\_
- B. The number of future divisions being transferred from 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.)

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. **AFFIDAVIT** and permission for municipal, 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 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. I understand that this parcel division conveys only certain rights under the applicable local land division ordinance, the local zoning 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), 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 even if this division is approved, I understand that zoning, local ordinances and State Acts change from time to time, and if changed the divisions made here must comply with the new requirements (apply for division approval again) unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

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

Print Name: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

Reviewer's action: \_\_\_\_\_ TOTAL \$: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

Approved: Conditions, if any: \_\_\_\_\_

Denied: Reasons (cite §): \_\_\_\_\_

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



### Land Division Tax Certification

Pursuant to the Land Division Act 288 of 1967, MCL 560.109(1)(l), this certificate certifies that current and the preceding years of taxes on this date, \_\_\_\_\_ have been paid for the following parcel to be divided:

**Parcel Information:**

Parcel Number: \_\_\_\_\_  
(If dividing multiple parcels, please fill out a separate form for each parcel)

Parcel Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Legal Description (If additional space needed, please attach separate sheet):

**Owner Information:**

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

Street: \_\_\_\_\_

City: \_\_\_\_\_

State, Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

If this parcel was split from or combined from other parcels in the last 5 years and is in the City of Ann Arbor, Scio Township, or Ypsilanti Township, please attach a list of parcel numbers for the parent parcel(s).

Certifications are required in no particular order. This form will be returned to the owner unless otherwise requested.

**Washtenaw County Treasurer Certification (\$5 Statutory Fee):**

Sec. 135 Act 206, 1893 as Amended – (Sec. C.L. 1929) Date: \_\_\_\_\_

I hereby certify that there are no tax liens or titles held by the State of Michigan on lands described below, and that there are no tax liens or titles held by individuals on said lands for all years preceding the first day of March and that the taxes for said period are paid, pending subsequent decisions by the Board of Review, the Michigan Department of Treasury, the Michigan Tax Tribunal, or the State Tax Commission.

Washtenaw County Treasurer

Split Certificate Number: \_\_\_\_\_

**City/Township/Village Treasurer Certification:**

Sec. 135 Act 206, 1893 as Amended – (Sec. C.L. 1929) Date: \_\_\_\_\_

I hereby certify that, pending subsequent decisions by the Board of Review, the Michigan Department of Treasury, the Michigan Tax Tribunal, or the State Tax Commission, current year's taxes issued to date have been paid:

Summer Bill: \_\_\_\_\_ Village Bill: \_\_\_\_\_ Winter Bill: \_\_\_\_\_

Signature / Initials: \_\_\_\_\_ Name & Title: \_\_\_\_\_

**Office of the Water Resources Commissioner Certification:**

Sec. 135 Act 206, 1893 as Amended – (Sec. C.L. 1929) Date: \_\_\_\_\_

I hereby certify that all multi-year drain debt costs apportioned to this parcel have been paid:

Drain Project Name: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Signature / Initials: \_\_\_\_\_ Name & Title: \_\_\_\_\_

Original: Retained by Customer Copy: Filed with Township or City Assessor