

CEDAR CREEK TOWNSHIP  
6556 SWEETER RD  
TWIN LAKE, MI 49457  
231-821-0014

## LAND DIVISION APPLICATION

Application Fee: \$40  
Each New Description \$20

The applicants must answer ALL questions and include ALL attachments, or this form will not be reviewed.

### 1. OWNERS NAME and ADDRESS INFORMATION

List names of all owners of parent parcel(s) to be split:

\_\_\_\_\_

Owners Address: \_\_\_\_\_

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

Owners State: \_\_\_\_\_ Owners Zip Code: \_\_\_\_\_

Owners Phone: \_\_\_\_\_ Owners Email: \_\_\_\_\_

2. ADDRESS OF PROPERTY: \_\_\_\_\_

3. PARENT PARCEL NUMBER: \_\_\_\_\_

4. LEGAL DESCRIPTION OF PARENT PARCEL (attach extra sheets if necessary)

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

### 5. PROPOSED LAND DIVISION INFORMATION:

A. Number of new parcels being requested: \_\_\_\_\_

B. Intended use (residential/agricultural/etc): \_\_\_\_\_

C. Access from each new parcel to an existing public road will be: (must check all that apply)

Frontage on an Existing Public Road

New Public Road                      New Public Road Name: \_\_\_\_\_

New Private Road                      New Private Road Name: \_\_\_\_\_

Recorded Easement                      Easement Liber/Page: \_\_\_\_\_  
Road or Easement Description:

**6. FUTURE DIVISION RIGHTS AND TRANSFERS:**

A. Is the owner making all divisions that are allowed for the parcel?

YES:  NO:

B. If not all divisions are being made, how many remaining divisions are allowed for the parent parcel

Enter number of remaining divisions: \_\_\_\_\_

C. If there are remaining future divisions that may still be made, is the right to make future divisions being transferred from the parent parcel to any other parcel?

YES:  NO:

D. If rights are being transferred, how many rights are transferring?

Enter number of transferring divisions: \_\_\_\_\_

**7. DEVELOPMENT SITE LIMITATIONS:** Check each that applies as a condition which exists on the Parent Parcel, or any of the child parcels.

- Has riparian or littoral rights
- Includes a wetland
- Includes a beach
- Lies within a flood plain
- Has a slope of >25%
- Includes areas of Muck Soils
- Includes an abandoned well, under ground storage tank, or contaminated soils

**8. PROPERTY TAXES AND ASSESSMENTS:** Have all due property taxes and any due installments of special assessments on the parcel been paid? (Note: this application will not be considered if there are unpaid or overdue property taxes or installments of special assessments)

Have all taxes and assessments been paid? YES:  NO:

**9. REQUIRED ATTACHMENTS TO THE LAND DIVISION APPLICATION:** The following items must be attached in order to proceed with the review of this application. If any needed items are not attached, the application will be returned without consideration.

**A. LEGAL DESCRIPTIONS:** A complete and accurate legal description of each new proposed division(s) of the parent parcel (including a new description for the remaining parent parcel), and each new proposed easement, road, or shared driveway is required.

Are descriptions attached for all new parcels and the remaining parent parcel?

YES:  NO:

**B. SURVEY OF PROPOSED DIVISIONS:** A survey, sealed by a professional surveyor, of the proposed divisions of the parent parcel. Note: the Township official may waive the survey map requirement where a tentative parcel map (showing the boundary lines, dimensions, and the accessibility of each division from existing or proposed public roads for auto traffic and/or public utilities) is deemed to contain adequate information to approve a proposed land division considering the size, similar nature of the divisions, and the undeveloped character of the territory within which the proposed divisions are located. An accurate legal description of all the proposed divisions, however, shall at all times be required. The survey must show the following information:

1. The boundaries of the parent parcel as it existed as of March 31, 1997; and
2. Any previous divisions made of the parent parcel after March 31, 1997, with indication as to when those divisions were made; and
3. The location of the proposed division(s) line(s); and
4. The dimensions of the proposed divided parcels; and
5. The location of existing and any proposed roads, driveways, and/or easements; and
6. The location of any existing or proposed easements for public utilities from each parcel to existing public utility facilities; and
7. Any existing improvements such as buildings, wells, septic systems, drives, garages, etc; and
8. The location of any of the features checked in response to question #8 (Site Development Limitations). A survey or map is REQUIRED to process this application

Is a survey or site plan map meeting these requirements attached? YES:  NO:

**C. AMENDED DEED WITH NEW LEGAL DESCRIPTION:** An amended deed showing new property description should be recorded with the County Register of Deeds reflecting the new description.

YES:  NO:

**D. DRIVEWAY APPROVAL:** An approval or permit from the Muskegon County Road Commission (or Michigan Department of Transportation) as to driveway and road access for each proposed division. Is this approval is attached? YES:  NO:

**E. PRIVATE ROAD NAME APPROVAL:** Private road name approval from Central Dispatch and Muskegon County Road Commission is required for new private roads. Is the private road name approval attached? YES:  NO:

**F. PROOF OF OWNERSHIP:** A copy of the deed, land contract memorandum, or other recorded instrument in which the owner(s) obtained title to the parcel should be attached. Is this document it attached? YES:  NO:

**G. ZONING APPROVAL:** Has the Zoning Administrator approved this application?

YES:  NO:

Zoning Administrator Initials: \_\_\_\_\_

**10. STATEMENT OF OWNERS:** I (we) agree that the statements made above are true, and if found not to be true, this application and any approval based upon this application will be void. I (we) agree to comply with the conditions and regulation applicable to this application and applicable to the parent parcel division. I (we) hereby give permission for officials of the Township to enter the property at reasonable times where the parcel division is being proposed for purposes of inspection to verify that the information on the application is correct. I (we) further understand that any approval granted by the Township with respect to this Land Division Application applies only to the Township's Land Division Ordinance, the Township's Zoning Ordinance, and the State of Michigan Land Division Act (formerly the Subdivision Control Act) as amended. I (we) understand that approval of this Land Division Application does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights. Finally, even if this application is approved, I (we) understand that zoning, local ordinances, and State Acts change from time to time, and if changed, the divisions made here must comply with any applicable new requirements unless deeds, land contracts, leases, or surveys representing the approved divisions are recorded with the Register of Deeds for Muskegon County, or the division is built upon before the changes to such ordinances or laws are made.

**11. SIGNATURES OF OWNERS:**

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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*This Section for Official Use Only*

Received By: \_\_\_\_\_ Date Received \_\_\_\_\_

Payment of \$ \_\_\_\_\_ received on \_\_\_\_\_

Approved  Denied

\_\_\_\_\_  
Signature of Assessor Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_