

**LAND DIVISION APPLICATION
RAISINVILLE TOWNSHIP
96 IDA MAYBEE RD MONROE, MI 48161**

All applications for land division in the Township of Raisinville must be in compliance with the Township Land Division Ordinance and any and all other applicable Zoning Ordinances, and with the Land Division Act, P.A. 288 of 1967 as amended by P.A. 591 of 1996 and P.A. 87 of 1997.

You MUST answer all questions and include all required documents, or this will be returned until you can provide all documents and a completed application. Raisinville Township cannot make any determination on a land division without full application being made to the Township. You may wish to consult with an attorney or planner, engineer, surveyor, or other professional to ascertain compliance with the above-mentioned Public Acts and Township Zoning Ordinances in this application.

Attached is the Raisinville Township Land Division Application. The entire application must be filled out and ***all owners' signatures must be on page 6***. The application, as submitted, shall comply with items 10, A thru H, on pages 4 and 5 of the application.

The completed application with all required attachments shall be submitted to the Township Assessing Department accompanied by the required processing fee and any escrow fees that may apply. Upon completion of the review by the Township Assessing Department and/or any other Township Consultant (Attorney, Engineer, Planner, etc.), the Township Assessing Department will inform the applicant of the final approval or denial. *The Township will approve or deny all applications within forty-five (45) from receipt of a completed application.*

If the application is approved, the Township Assessing Department will process the division on the next year's assessment roll. The applicant will be supplied with parcel numbers upon request. The descriptions and parcel numbers will be in effect for the following tax year (if division request is in calendar year 2025, the new parcels will not be on the assessment or tax roll until the 2026 assessment and tax year). The Township is not responsible for prorating taxes for mid-year sales for new splits not on the tax roll. If approved new deeds for all parcels with new legal descriptions must be filed before final processing can occur.

NEW: Effective September 16, 2019, the Land Division Act now requires a Five-Year Tax Certification Statement from the Monroe County Treasurer prior to approval of Land Division.

If the application is denied, the applicant will receive a letter stating that the application has been denied and it will list the reason(s) for denial. Any person aggrieved by the decision, within 30 days of said decision, may appeal the decision to the governing body designated by the Township Board which shall consider and resolve such appeal by a majority vote of said board at its next regular meeting or session affording sufficient time for a 20 day written notice to the applicant of the time and date of said meeting and appellate hearing.

The Township and its officers, employees, and designees shall not be liable for approving a land division if building permits for construction on the parcels are subsequently denied because of inadequate water supply, sewage disposal facilities, lot size, or otherwise.

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APPLICANT CHECKLIST:

- ☐ Completed application
- ☐ All property owners' signatures on the application
- ☐ Proof of fee ownership
- ☐ Tax Certification Statement from Monroe County Treasurer and proof of all currently due and payable taxes or installments of special assessments pertaining to land proposed to be divided are paid in full.
- ☐ Attached original copy raised seal Survey signed and stamped
- ☐ Legal descriptions attached of all proposed parcels and remaining parent parcel
- ☐ A fee of \$25 per number of new parcels to be created paid to Raisinville Township, including remaining parent parcel.
- ☐ History of previous divisions.
- ☐ Information on transfer of division rights, if any.
- ☐ Release from Mortgage Company on property or portion of property to be split if there is a mortgage on the property.
- ☐ Attachment of variance granted by the Zoning Board of Appeals or Township Board if applicable.
- ☐ For a parcel of one (1) acre or less, a soil evaluation or septic system permit for each proposed parcel prepared by the Monroe County Health Department, if applicable.
- ☐ For a parcel of one (1) acre or less, an evaluation/indication of approval or a well permit for potable water for each proposed parcel prepared by the Monroe County Health Department, if applicable.

Please note upon approval of land divisions, new recorded deeds with new legal descriptions and parcel numbers for all new and remaining parcels are required to be submitted to the Monroe County Register of deeds office and a forwarded copy to the Raisinville Assessing office within 90 days of approval or all land divisions will be null and void.

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APPLICATION

Date Received: _____

Received By: _____

TOWNSHIP FILE

APP# _____ - _____
(Year) (No.)

PAYMENT

Receipt #: _____

Received by: _____

You must answer all questions and include all attachments, or this will be returned to you as an incomplete application. If a question is not applicable, please indicate by inserting N/A.

1. Location of parent parcel to be split;

ADDRESS _____

PARENT PARCEL I.D. NUMBER _____
(Twelve digit parcel number from tax bill)

2. Legal description of Parent Parcel (attach extra pages if needed)

3. Property Owner Information

Names _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

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4. Applicant Information (if different than property owner)

Contact Persons Name _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Phone Number (_____) _____

5. Describe the Division(s) being proposed:

A: Number of new parcels _____

B: Intended Use (Residential, Commercial, Agricultural)

C: The Division of the parcel provides access to an existing road by: (Check one)

_____ Each new division has frontage on an existing road

_____ A new public road. Proposed road name _____
(Road name cannot duplicate an existing road name in Monroe County)

_____ A new private road easement.
Proposed road name _____
(Road name cannot duplicate an existing road name in Monroe County)

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

6. Write here or attach a legal description of the new road, easement or shared driveway (attach extra pages if necessary).

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7. Write here or attach a legal description for each proposed new parcel including the remainder parent parcel (attach extra pages if necessary).

8. (A) Future Divisions that might be allowed but not included in this application_____

(B) 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).

9. DEVELOPMENT SITE LIMITS

Check each that represents a condition which exists on the parent parcel.

- a) _____ Is in a DNR-designated critical sand dune area.
- b) _____ Is riparian or littoral (it is a river or lake front parcel).
- c) _____ Is affected by a lake (Michigan High Risk Erosion) setback.
- d) _____ Includes a wetland.
- e) _____ Includes a beach.
- f) _____ Is within a flood plain.
- g) _____ Includes slopes more than twenty-five percent
(A 1:4 pitch or 14 degree angle) or steeper.
- h) _____ Is on muck soils or soils known to have severe limitations for on- site sewer systems
- i) _____ Is known or suspected to have an abandoned well, underground storage tank or contaminated soils.
- j) _____ Includes an easement for ingress or egress to or from another parcel.

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10. 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 to scale of _____(insert scale) of proposed division(s) of parent parcel and the (45) day time limits waived. Upon tentative approval, final surveys and legals will need to be submitted for final approval.
Sign here to waive (requires all owners signatures)_____

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. The proposed divisions AND
4. Dimensions of the proposed divisions, 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 systems, driveways, etc.) and their distances from any newly created parcel lines AND
8. Any of the features checked in question number 9 (page 4)
9. Original seal and signature of surveyor.

IN ADDITION, PLEASE SUPPLY THE FOLLOWING, IF APPLICABLE:

- B. If proposed parcel(s) is less than one (1) acre, a soil evaluation or septic system permit for each proposed parcel prepared by the Monroe County Health Department or each proposed parcel is serviced by a public sewer system.
- C. If proposed parcel(s) is less than one (1) acre, an elevation/indication of 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 water system.
- D. Indication of approval or permit from County Road Commission, MDOT, or respective city/village street administrator, for each proposed new road, easement or shared driveway.

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E. Copy of any transferred rights (1090(4) of the Act) in the parent parcel

F. A fee of \$25.00 per resulting parcel. \$ _____

G. Other (please list) _____

H. Five Year Tax Certification from Monroe County Treasurer: _____.

IMPROVEMENTS: Describe any existing improvements (buildings, well, septic, etc) which are on the parent parcel or indicate NONE. (Attach extra pages if necessary).

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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 State of Michigan to enter the property where this parcel division is proposed for purpose of inspections 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 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 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 _____ DATED: _____

SIGNATURE _____ DATED: _____

SIGNATURE _____ DATED: _____

SIGNATURE _____ DATED: _____

SIGNATURE _____ DATED: _____

SIGNATURE _____ DATED: _____

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CHECKLIST FOR RAISINVILLE TOWNSHIP PERSONNEL

- ☐ APPLICATION RECEIVED IN OFFICE_____
- ☐ INCOMPLETE APPLICATION RETURNED TO APPLICANT_____
- ☐ COMPLETED APPLICATION RECEIVED IN OFFICE_____
- ☐ REQUIRED FEE'S RECEIVED IN OFFICE_____
- ☐ EVIDENCE OF TITLE OF OWNERSHIP_____
- ☐ ALL OWNERS SIGNATURES_____
- ☐ ANY PREVIOUS SPLITS AND WHEN_____
- ☐ ASSESSOR DETERMINATION OF SPLITS AVAILABLE_____
- ☐ SURVEYS AND LEGALS SUBMITTED FOR ALL PARCELS_____
- ☐ ROAD ACCESS TO ALL PARCELS_____
- ☐ MEETS DEPTH TO WIDTH RATIO_____
- ☐ MEETS MINIMUM FRONTAGE AND LOT AREA REQUIREMENTS_____
- ☐ MORTGAGE RELEASE OR TITLE WORK SHOWING NO MORTGAGE_____
- ☐ TAX CERTIFICATION STATEMENT RECEIVED_____
- ☐ CURRENT TAXES AND SPECIALS PAID_____
- ☐ ZONING ADMINISTRATOR/BUILDING OFFICIAL REVIEW_____
- ☐ APPLICATION PACKET FORWARDED TO ENGINEER FOR REVIEW IF
APPLICABLE_____
- ☐ APPLICATION PACKET AND COMMENTS RECEIVED FROM ENGINEER WITH
RECOMMENDATION_____
- ☐ OTHER_____
- ☐ ASSESSOR & SUPERVISOR FINAL APPROVAL/DENIAL_____
- ☐ FINAL APPROVAL OR DENIAL SENT TO APPLICANT_____

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**THIS PAGE IS RESERVED FOR TOWNSHIP PERSONNEL
FINAL APPROVAL IS DETERMINED BY ASSESSOR AND SUPERVISOR**

REQUEST TRACKING SHEET

Raisinville Township Assessing Official Action

Tentative approval pending survey verification of sketch submitted for review.

Approved: Conditions if Any: _____

Denied: Reasons (cite): _____

Signature and Date: _____

Raisinville Township Supervisor action

Tentative approval pending survey verification of sketch submitted for review.

Approved: Conditions if Any: _____

Denied: Reasons (cite): _____

Signature and Date: _____

**A DECISION APPROVING A LAND DIVISION SHALL BE CONSIDERED REVOKED UNLESS A
DOCUMENT ACCOMPLISHING THE APPROVED LAND DIVISION OR TRANSFER IS RECORDED
WITH THE MONROE COUNTY REGISTER OF DEEDS OFFICE AND FILED WITH THE TOWNSHIP.
THIS MUST BE DONE WITHIN 90 DAYS OF APPROVAL OR BY DECEMBER 1ST OF CURRENT YEAR
WHICHEVER IS SOONER**