

## ELBRIDGE TOWNSHIP ZONING ADMINISTRATOR

LANCE VAN SICKLE  
2266 E. POLK ROAD  
HART, MI 49420  
231-873-7164 OR 231-750-3221

### Procedure for filing for a Land Division

- A. Parcel Division Application
- B. Land Division Tax Certification Request
- C. Supporting Documentation of parent parcel legal
- D. Supporting documentation of new parcel legal

Please complete A and B.

Return A, B, C and D along with a check made out to the  
Oceana County Treasurer for \$5.00 to the address above.

↓ per parcel

Once the Treasurer's office completes their review, we will get the  
approval to you.

Lance Van Sickle  
Zoning Administrator  
Elbridge Township

**ELBRIDGE TOWNSHIP PARCEL DIVISION APPLICATION**  
2266 E. POLK ROAD HART, MI 49420  
231-873-7164 OR 231-750-3221

Please answer all questions and include all attachments.

Bring or mail to **LANCE VAN SICKLE, Zoning Administrator** at the above address.

**Approval of a division of land 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)**

*This form is designed to comply with Sec. 108 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 1997, MCL 560.101 et seq.)*

**(Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.)**

**LOCATION of PARENT to be split: Address: \_\_\_\_\_ Road Name \_\_\_\_\_**

**PARENT PARCEL IDENTIFICATION NUMBER: \_\_\_\_\_**

**Parent Parcel Legal Description (DESCRIBE OR ATTACH) \_\_\_\_\_**

**PROPERTY OWNER INFORMATION:**

**NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_**

**PHONE: (\_\_\_\_) \_\_\_\_\_ ZIP CODE: \_\_\_\_\_**

**PROPOSED OWNER INFORMATION:**

- A. Number of new Parcels \_\_\_\_\_
- B. Intended use (residential, commercial, etc.) \_\_\_\_\_
- C. Each proposed parcel, has a depth to width ratio of 4 to 1 or \_\_\_\_ to \_\_\_\_ as provided by ordinance
- D. Each parcel has a width of \_\_\_\_\_ (not less than required by ordinance)
- E. Each parcel as an area of \_\_\_\_\_ (not less than required by ordinance)
- F. The division of each parcel provides access as follows: (check one)
  - \_\_\_\_ Each new division has frontage on an existing public road. Road Name: \_\_\_\_\_
  - \_\_\_\_ A new public road, proposed road name: \_\_\_\_\_
  - \_\_\_\_ A new private road, proposed road name: \_\_\_\_\_
- G. Describe or attach a legal description of proposed new road, easement or shared driveway \_\_\_\_\_
- H. Describe or attach a legal description for each PROPOSED NEW PARCEL. \_\_\_\_\_

**FUTURE DIVISIONS** being transferred from the parent parcel to another parcel.

Indicate number transferred \_\_\_\_\_

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

**DEVELOPMENT SITE LIMITS** (Check each which represent a condition which exists on the parent parcel:

- Waterfront property (river, lake, pond etc.)       Includes wetlands  
 Is within a flood plain       Is on muck soils or soils known to have severe limitations  
For onsite sewage system

**ATTACHMENTS** – All the following attachments **MUST** be included. Letter each attachment as shown:

- A. A scale drawing for the proposed division(s) of the parent parcel showing:
- (1) Current boundaries
  - (2) All previous divisions made after March 31, 1997 (indicate when made or none), and
  - (3) The proposed division(s), and
  - (4) Dimensions of the proposed divisions, and
  - (5) Existing and proposed road/easement right-of-way(s), and
  - (6) Easements for public utilities from each parcel that is a development site to existing public utility facilities, and
  - (7) Any existing improvements (buildings, wells, septic system, driveways, etc.)
  - (8) Any of the features checked in question 5.
- B. Indication of approval, or permit from the appropriate county road commission, that a proposed easement provides vehicular access to an existing road or street meets applicable location standards.
- C. A copy of any reserved division rights (sec. 109 (2) of the act) in the parent parcel.

**IMPROVEMENTS** – Describe any existing improvements (buildings, well, septic system, etc., which are on the parent parcel or indicate none). \_\_\_\_\_

**ACKNOWLEDGEMENT** –

The undersigned acknowledges that any approval of the within application is not a determination that the resulting parcels comply with other applicable ordinances, rules or regulation which may control the use or development of the parcels. It is also understood that ordinances, laws and regulations are subject to change and that any approved parcel division is subject to such changes that may occur before the recording of the division or the development of the parcels.

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

*For office use only –*

Signature: \_\_\_\_\_ Application Completed: Date \_\_\_\_\_ Approval: Date: \_\_\_\_\_  
Denial Date: \_\_\_\_\_ Reasons for denial \_\_\_\_\_ (see attached)



**OFFICE OF THE OCEANA COUNTY TREASURER**  
*Mary Lou Phillips, County Treasurer*  
 P.O. Box 227  
 Hart, Michigan 49420  
 Phone: (231) 873-3980    Email: [mphillips@oceana.mi.us](mailto:mphillips@oceana.mi.us)    Fax: (231) 873-1391



**Land Division or Property Combinations Tax Certification Request for Taxpayers**

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

Owner Address: \_\_\_\_\_

Owner City, State, Zip: \_\_\_\_\_

**For Land Divisions:**

Parent Parcel ID Number: \_\_\_\_\_

Property Address, City, Zip: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Property Address, City, Zip: \_\_\_\_\_

**Assessor may request tax certification on parcel combinations. If so, please provide:**

Parcel ID Number: \_\_\_\_\_

Property Address, City, Zip: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Property Address, City, Zip: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Property Address, City, Zip: \_\_\_\_\_

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\$5.00 Certification fee per parcel payable to Oceana County Treasurer by check, cash, debit or credit card.**

*Betty L. Foort  
 Chief Deputy Treasurer*