

CITY OF ESCANABA
PARCEL DIVISION APPLICATION

This form is designed to comply with applicable land division ordinances and with Sec 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 460.101 (et seq) & PA 87 of 1997.

Approval of a division of land is required before it is sold when the new parcel is less than 40 acres and is not solely a property line adjustment [MCL 560.102 (e) and (f)]...

Approval of a proposed land division **DOES NOT** imply that it **complies with local zoning and/or building** laws and ordinances. You must check with the City of Escanaba Zoning Department and with the Delta County Building Department for such requirements. You **MUST** answer all questions and include all attachments or this form will be returned to you. Complete form and send to:

Escanaba City Assessor
PO Box 948 (410 Ludington St)
Escanaba, MI 49829
(906) 789-7322
jmcneil@escanaba.org

1. Where should the form be sent upon completion of review.

☐ Property Owner ☐ Applicant ☐ Other, specify _____

2. PROPERTY OWNER Information:

Name

Address

City, State, Zip

Phone number

3. APPLICANT Information (if other than the property owner):

Contact Name / Title

Business Name

Address

City, State, Zip

Phone number

4. PARENT PARCEL(S):

A. Parcel Number of Parent Parcel(s): _____

B. Write here, or attach, legal description of the Parent Parcel(s):

5. PROPOSAL: Describe the proposed division(s)

A. Number of new parcels: _____

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 name (Cannot duplicate an existing road name): _____
☐ A new private road, named (Cannot duplicate an existing road name): _____
☐ A recorded easement (driveway)

D. Write here, or attach, a legal description of the proposed new road, easement or shared driveway:

E. Write here, or attach, a legal description for each proposed new parcel:

6. FUTURE DIVISIONS: Reserved? _____ For Whom? _____
(See Sec 109(2) of the Act. Make sure your deed includes both statements required in Secs. 109(3) and 109(4) of the Act.)

7. ATTACHMENTS: (All applicable attachments must be included.) Identify each attachment as shown below.

- ☐ A. Map, drawn to scale, of the proposed division(s) of the parent parcel, including:
 - (1) current boundaries, and
 - (2) all previous divisions made after March 31, 1997 (indicate when made or none), and
 - (3) the proposed current division(s), and
 - (4) dimensions of the proposed division(s), and
 - (5) existing and proposed road/easement rights-of-way, and
 - (6) if this division is intended to be a development site, a map showing easements for public utilities from each parcel to existing public utility facilities, and
 - (7) any existing improvements (buildings, wells, septic systems, driveways, etc.)
- ☐ B. Indication of approval, or permit from the Delta County Road Commission, MDOT, or respective city street administrator, for each proposed new road, easement, or shared driveway
- ☐ C. A copy of any reserved division rights (Sec. 109(4) of the Act) in the parent parcel

8. IMPROVEMENTS Describe any existing improvements (buildings, well, septic, etc) which are on the parent parcel or indicate "none"

9. Section 109(a)

(1) If a parcel resulting from a division is less than 1 acre in size, a building/zoning permit shall not be issued for the parcel unless the parcel has all of the following:

(a) Public water or city, county, or district health department approval for the suitability of an onsite water supply under the same standards as set forth for lots under rules described in Sec. 105(g).

(b) Public sewer or city, county, or district health department approval for on-site sewage disposal under the health department standards as set forth for lots under rules described in Sec. 105(g).

(2) The municipality or county approving a proposed division resulting in a parcel less than 1 acre in size and its officers and employees are not liable if a building/zoning permit is not issued for the parcel for the reasons set forth in this section. A notice of approval of a proposed division resulting in a parcel of less than 1 acre in size shall include a statement to this effect

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

I declare that the above statements are accurate to the best of my knowledge. I understand that untrue or inaccurate statements may result in the voiding of this application and any approvals already granted, or in the requirement to reapply. I agree to comply with the conditions and regulations applied to this parent parcel division. Further, I authorize officials of the City of Escanaba, County of Delta and State of Michigan to enter the property where this parcel division is proposed for the purpose of inspection.

PARCEL DIVISION APPLICATION

Page 3 of 3

I understand that this application is for a parcel division only and that approval does not include the right to obtain zoning and/or building permits or any other authorization regarding use of or construction upon the land included in approved divisions. Finally, I understand that if local ordinances and/or state statutes change prior to approval of this application, I must modify this application or reapply to conform to revised requirements.

Applicant's Signature: _____ Date: _____

and

Property Owner's Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

REVIEWERS' ACTIONS

City Assessor: ☐ **Approved** ☐ **Denied**

Conditions of Approval:

Signature: _____ Date: _____

City Engineer: ☐ **Approved** ☐ **Denied**

Conditions of Approval:

Signature: _____ Date: _____

City Zoning Administrator: ☐ **Approved** ☐ **Denied**

Conditions of Approval:

Signature: _____ Date: _____

New Parcel Number: _____