

**MILAN TOWNSHIP**  
LAND DIVISION APPLICATION NO. \_\_\_\_\_

Approval of a division of land is required before it is sold, whenever a new parcel is created which is less than 40 acres and not just a property line adjustment (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 amended particularly by P.A. 591 of 1996 and P.A. 87 of 1997, M CL 5 60.10 1 et.seq.) It is recommended that the applicant refer to this Act to understand the requirements for dividing parcels of land.

1. Location or address of PARENT to be split: \_\_\_\_\_

Parent Parcel(s) Identification Number(s): \_\_\_\_\_

Attach copy of the Legal Description of Parent parcel(s). Is a Legal Description(s) attached? Yes \_\_\_\_ No \_\_\_\_

**IMPORTANT NOTE: The Legal description(s) must consist of specific dimensional and directional details from a known marker. A certified survey of the remaining parent parcel is not required but is highly recommended in order to prevent future land disputes. Certified surveys are required for each proposed parcel.**

2. Property Owner Information: Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Applicant Information (if not the property owner): Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

4. Proposed division(s) to include the following:

- A. Number of new parcels: \_\_\_\_\_
- B. Intended use (residential, commercial, etc.): \_\_\_\_\_
- C. The division of each parcel provides access as follows: (check one)
  - \_\_\_\_\_ Each new parcel has frontage on an existing public road. Road name \_\_\_\_\_
  - \_\_\_\_\_ A new public road, proposed road name: \_\_\_\_\_
  - \_\_\_\_\_ A recorded easement (driveway) Attach a legal description of the proposed easement or shared driveway.
- D. Attach a legal description for each proposed new parcel.

5. Improvements – Attach a map of any existing improvements, which are on the parent parcel (buildings, well, septic, etc.,)

6. ATTACHMENTS FOR PRELIMINARY APPROVAL

Two copies of all of the following attachments MUST be included prior to processing the application.

- \_\_\_\_\_ A. A preliminary map of the proposed division(s) of the parent parcel showing the following:
  - \_\_\_\_\_ 1. Current legal description of parent parcel;
  - \_\_\_\_\_ 2. Preliminary map showing current and proposed boundaries, adjacent roads and significant features;
  - \_\_\_\_\_ 3. A list of all previous divisions of parent parcel made after April 26, 2008 (contact Township Assuror for parcel history. Indicate when past splits were made or none);
  - \_\_\_\_\_ 4. Dimensions, locations and boundaries of each proposed division(s);
  - \_\_\_\_\_ 5. Location and dimensions of existing and proposed road/easement right-of-way(s);
  - \_\_\_\_\_ 6. Easements for public utilities from each parcel that is a development site to existing public utility facilities;
  - \_\_\_\_\_ 7. Any existing improvements such as buildings, wells, septic systems, driveways, etc.;
- \_\_\_\_\_ B. Verification that all taxes have been paid for parent parcel;
- \_\_\_\_\_ C. Applicable fees (a fee of \$25.00 per resulting parcel (including parcels retained by property owner). Check should be made payable to Milan Township. AMOUNT \$ \_\_\_\_\_

**8. ATTACHMENTS FOR FINAL APPROVAL (to be submitted 30 DAYS PRIOR to DIVISION APPROVAL)**

Two copies of all of the following attachments MUST be included prior to final approval of the application.

- \_\_\_\_\_ A. A map or survey signed and sealed by a registered land surveyor, with a scaled drawing for the proposed division(s) of the parent and proposed parcels showing the following:
  - \_\_\_\_\_ 1. Legal Description of remaining parent parcel;
  - \_\_\_\_\_ 2. Survey(s) of new parcel(s) showing boundaries, adjacent roads and significant features;
  - \_\_\_\_\_ 3. All previous divisions of the parent parcel made after April 26, 2008 (contact Township Assessor for parcel history. Indicate when past splits were made or none);
  - \_\_\_\_\_ 4. Dimensions, locations and boundaries of proposed division(s);
  - \_\_\_\_\_ 5. Location and dimensions of existing and proposed road/easement right-of-way(s);
  - \_\_\_\_\_ 6. Easements for public utilities from each parcel that is a development site to existing public utility facilities;
  - \_\_\_\_\_ 7. Any existing improvements such as buildings, wells, septic systems, driveways, etc.;
- \_\_\_\_\_ B. Legal description of each proposed new parcel
- \_\_\_\_\_ C. Legal description of any proposed new road(s) or easement(s), if applicable.
- \_\_\_\_\_ D. Verification by the Zoning Administrator that the requested division of the parent property meets the requirements of Section 6.03 and other applicable requirements of the Milan Township Zoning Ordinances.

**9. Acknowledgement: The application is complete only if all questions are answered and all attachments are included.**

The undersigned acknowledges that any approval of this application or of the Township's approval of the resulting property divisions is not a determination that the resulting parcels comply with other applicable Township, County or State ordinances, rules or regulations 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 division is subject to such changes that may occur before the recording of the division or the development of the parcels.

\_\_\_\_\_  
Owner/Agent Signature  
Note: If agent, authorization letter must be attached.

\_\_\_\_\_  
Date

**NOTE: You MUST answer all questions and include all attachments or this will be returned to you. Bring or Mail to:**

Milan Township Clerk  
16444 Cone Road  
Milan, MI 48160

**FOR OFFICE USE ONLY**

Total Fee: \_\_\_\_\_ Check No. \_\_\_\_\_ Date Received \_\_\_\_\_

Zoning District: \_\_\_\_\_ No. of Divisions: \_\_\_\_\_

\_\_\_\_\_  
Township Assessor Signature

\_\_\_\_\_  
Zoning Administrator Signature

\_\_\_\_\_  
Preliminary Approval/Denial Date

\_\_\_\_\_  
Final Approval/Denial Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date Approved/Denied

If denied, list reasons for denial: \_\_\_\_\_  
(Attach more sheets if necessary)

**DEED VERIFICATION**

Date Deed verified \_\_\_\_\_

The deed for each parcel must include the following:

"This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act."

The Parent parcel deed must include the following: "This parcel was created from a land division per Milan Township Zoning Ordinance 6.03. It is advisable that prior to ownership transfer, the prospective buyer should review the property records and the Milan Township Zoning Ordinances to verify if this property can be split."

The secondary parcel(s) deed must include the following: "This parcel was created from a land division per Milan Township Zoning Ordinance 6.03. It is advisable that prior to ownership transfer, the prospective buyer should review the property records and the Milan Township Zoning Ordinances to verify if this property can be split."

**Future Divisions:** Zoning Administrator to determine if future divisions will be allowed and to indicate such on each deed