

## ASH TOWNSHIP LAND DIVISION APPLICATION

ASH TOWNSHIP HALL  
1677 READY ROAD  
CARLETON, MI 48117

All applications for land division in the Township of Ash 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. Ash 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 Ash 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 7, A thru F, on page 5 of the application.

*The completed application with all required attachments shall be submitted to the Township Assessor accompanied by the required application fee.* Upon completion of the review by the Township Assessor, Building Official, Zoning Administrator, and/or any other Township Consultant (Attorney, Engineer, Planner, etc.), the Township Assessor 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 per Section 560.109(1) of the Land Division Act.*

*If the application is approved, the Township Assessor will process the division on the next year's assessment roll.* The applicant will be supplied with newly assigned parcel numbers in the approval notice. The descriptions and parcel numbers will be in effect for the following tax year (if division request is in calendar year 2021, the new parcels will not be on the assessment or tax roll until the 2022 assessment and tax year).

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.

## **ATTENTION PROPERTY OWNERS**

### **BEGINNING SEPTEMBER 16, 2019:**

ALL LAND DIVISION APPLICATIONS MUST BE ACCOMPANIED BY A CERTIFICATE FROM THE MONROE COUNTY TREASURER CERTIFYING THAT ALL PROPERTY TAXES AND SPECIAL ASSESSMENTS DUE ON THE SUBJECT PARCEL OR TRACT OF LAND HAVE BEEN PAID FOR THE FIVE YEARS PRECEDING THE APPLICATION.

You can obtain the certificate from:

Monroe County Treasurer  
51 South Macomb Street  
Monroe, MI 48161  
734-240-7365

Please contact the Monroe County Treasurer's office for hours and fees.

# PLEASE TAKE NOTICE

Any newly created parcel of land may be subject to a **CAPITAL RECOVERY FEE**. If your Land Division Application is approved and the property you are dividing is in a Special Assessment District, you will have to pay a **Capital Recovery Fee EQUAL TO THE SPECIAL ASSESSMENT LEVIED** in the district where your property is located when you request to tap into the water line for **each newly created parcel of land**. Please contact the Water Department if you have questions in regards to any Capital Recovery Fees your property may be subject to.

**I have read the above notice and understand that if the property that I am dividing is in a water special assessment district, I may be responsible for any Capital Recovery fees that may become due and payable if and when a water tap is requested.**

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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 or otherwise.

APPROVAL OF A DIVISION OF LAND IS REQUIRED BEFORE IT IS SOLD WHEN THE NEW PARCEL(S) IS LESS THAN 40 ACRES

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 \_\_\_\_\_

4. Applicant Information (if different than property owner)

Contact Persons Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(\_\_\_\_\_) \_\_\_\_\_

Describe the Division(s) being proposed:

A: Number of new parcels \_\_\_\_\_

B: Intended Use (Residential, Commercial,) \_\_\_\_\_

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)

\_\_\_\_\_ A new private road easement.  
Proposed road name \_\_\_\_\_  
(Road name cannot duplicate an existing road name)

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

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

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

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6. (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).

7. DEVELOPMENT SITE LIMITS

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

\_\_\_\_\_ Is in a DNR-designated critical sand dune area.

\_\_\_\_\_ Is riparian or littoral (it is a river or lake front parcel).

\_\_\_\_\_ Is affected by a lake (Michigan High Risk Erosion) setback.

\_\_\_\_\_ Includes a wetland.

\_\_\_\_\_ Includes a beach.

\_\_\_\_\_ Is within a flood plain.

\_\_\_\_\_ Includes slopes more than twenty-five percent  
(A 1:4 pitch or 14 degree angle) or steeper.

\_\_\_\_\_ Is on muck soils or soils known to have severe limitations for on- site sewer systems.

\_\_\_\_\_ Is known or suspected to have an abandoned well, underground storage tank or contaminated soils.

\_\_\_\_\_ Includes an easement for ingress or egress to or from another parcel.

8. 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 approval final surveys will need to be submitted.

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
8. Any of the features checked in question number 6 (page 4)
9. Original seal and signature of surveyor.

B: 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: 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.

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

F: An application fee of \$100.00 with an additional fee of \$25.00 per resulting parcel.  
\$ \_\_\_\_\_ (make payable to Ash Township)

G: Other (please list) \_\_\_\_\_  
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: \_\_\_\_\_



## IMPORTANT APPLICANT CHECKLIST

### DID YOU VERIFY YOU HAVE ALL ITEMS COMPLETED- INCOMPLETE ITEMS WILL DELAY APPROVAL OR DENIAL OF LAND DIVISIONS

- Completed application
- All property owners' signatures on the application
- Proof of fee ownership
- Proof of all 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
- An application fee of \$100.00 plus a fee of \$25.00 per number of resulting parcels (including remaining parent tract) to be created.
- History of previous divisions, if any that there is no mortgage on the property via title work.
- Information on transfer of division rights, if any,
- Release from Mortgage company on 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.

CHECKLIST FOR ASH TOWNSHIP PERSONNEL

- APPLICATION RECEIVED IN OFFICE \_\_\_\_\_
- INCOMPLETE APPLICATION RETURNED TO APPLICANT \_\_\_\_\_
- COMPLETED APPLICATION RECEIVED IN OFFICE \_\_\_\_\_
- REQUIRED FEE'S RECEIVED IN OFFICE \_\_\_\_\_
- ASSESSOR DETERMINATION OF SPLITS AVAILABLE \_\_\_\_\_
- MORTGAGE RELEASE OR TITLE WORK SHOWING NO MORTGAGE
- MEETS ZONING REQUIREMENTS/ SIZE/ ACREAGE/ROAD FRONTAGE
- TAX CERTIFIACATION FOR ALL PARCELS FROM COUNTY \_\_\_\_\_
- APPLICATION PACKET FORWARDED TO ENGINEER FOR REVIEW IF  
APPLICABLE \_\_\_\_\_
- APPLICATION PACKET AND COMMENTS RECEIVED FROM ENGINEER WITH  
RECOMMENDATION \_\_\_\_\_
- FINAL APPROVAL OR DENIAL SENT TO APPLICANT \_\_\_\_\_

***THIS PAGE IS RESERVED FOR TOWNSHIP PERSONNEL  
FINAL APPROVAL IS DETERMINED BY THE ASH TOWNSHIP BOARD***

**DIVISION TRACKING SHEET**

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

TAX CODE: \_\_\_\_\_

(Parent Parcel)

NUMBER OF SPLITS: \_\_\_\_\_

DATE REVIEWED BY ZONING ADMINISTRATOR/BUILDING OFFICIAL (If Applicable):

SIGNATURE: \_\_\_\_\_

RECOMMENDED FOR APPROVAL / DENIAL (CIRCLE ONE)

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

DATE REVIEWED BY ASSESSOR: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

RECOMMENDED FOR APPROVAL / DENIAL (CIRCLE ONE)

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

DATE REVIEWED BY TOWNSHIP BOARD:

(If Applicable): \_\_\_\_\_

SIGNATURES: \_\_\_\_\_ SUPERVISOR

\_\_\_\_\_ CLERK

\_\_\_\_\_

RECOMMENDED FOR APPROVAL/DENIAL (circle one)

COMMENTS: \_\_\_\_\_

\_\_\_\_\_