

SOLON TOWNSHIP

LAND DIVISION APPLICATION

REVISED July 22, 2025

You **MUST** answer all questions and include all attachments, or this application will be returned to you.

Application fee: \$75.00 plus \$10.00 per new parcel.

If the Land Division Administrator determines that the application is one for which such costs for review are likely to be incurred, the Land Division Administrator shall require the applicant to pay into escrow, in advance, an amount estimated to be sufficient to cover the expected costs. The applicant's land division will not be considered complete until required fees are paid to the Land Division Administrator. The amount to be paid into escrow shall be established in increments of \$250.00, commencing with an initial deposit of not less than \$250.00. (For a copy of full resolution please request Resolution 04-14)

Bring or mail completed application to:

Solon Township Assessor
15185 Algoma Ave NE
Cedar Springs, MI 49319
Phone: 616-696-1718

Approval of division of land is required before it is sold, when the new parcel is less than 40 acres and not just a property line adjustment (§102(e&f)). On the lines below, fill in where you want this form sent, when the review is completed.

NAME _____

This form is designed to comply with applicable local zoning, land Division ordinances and § 109 of the Michigan Land Division Act (formerly the subdivision control act, P.A. 591 of 1996) MCL 560.101 et. seq.

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER: _____

1. **LOCATION** of parent parcel to be split:

- Address: _____ Road Name: _____
Parent Parcel Number: 41- 02 - ____ - ____ - ____
Legal Description of Parent Parcel **(Included as an attachment to this application)**

2. **PROPERTY OWNER** Information:

- Name: _____ Phone: (____) ____ - ____
Address: _____ Road Name: _____
City: _____ State: _____ Zip Code: _____ -

3. **APPLICANT** Information (if not the property owner):

- Name: _____
Business Name: _____ Phone: (____) ____ - ____
Address: _____ Road Name: _____
City: _____ State: _____ Zip Code: _____ -

4. **PROPOSAL**: (Describe the division(s) being proposed, to ensure that the number of proposed divisions meet section 108 or total allowable number of parcels):

- A. Number of new Parcels: _____
 B. Intended use (residential, commercial, etc.): _____
 C. The division of the parcel provides access to an existing public street by: (check one)
_____ Each new division has a minimum of 200 feet frontage on an **existing** public or private street.
_____ Each new division has a minimum of 200 feet frontage on a **new** public or private street
With a minimum width of 66 feet, proposed street name:

Road name can not duplicate an existing road name.
 D. Attach the legal description of the proposed new street.

E. Attach the legal description(s) for each proposed new parcel and the remaining portion of the parent parcel.

5. **FUTURE DIVISIONS** that might be allowed but not included in this application? _____

A. The number of future divisions being transferred from the parent parcel to another parcel? _____
Identify the other parcel(s): _____
(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.)

6. **ATTACHMENTS** Letter each attachment as shown here (all attachments **must** be included):

- A. A survey or tentative parcel map (to scale of 1" equals 200 ') showing the parent parcel or parent tract which is the subject of the application, and the area, parcel lines and public utility easements. The survey or parcel map shall include:
1. The proposed divisions (with lot lines and dimensions)
 2. Existing and proposed road/street right of ways
 3. Acreage excluding the road/street right of ways
 4. Any existing buildings, wells, septic systems, driveway
- B. Proof of Ownership
C. A copy of any transferred division rights (§ 109(4) of the Act) in the parent parcel.
D. A copy of a paid receipt for all taxes on property.
E. A fee of \$75.00 plus \$10.00 per new parcel
E. Other (please list) _____
F. _____

7. **IMPROVEMENTS** Describe any existing improvements (buildings, well, septic, etc.) which are on the parent parcel, or indicate none (attach extra sheets if needed): _____

8. **AFFIDAVIT** and permission for municipal, county and state officials to enter the property for inspections:

- I hereby 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 the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify that the information on the application is correct at a time mutually agreed with the applicant.
- Further**, I understand this is only a parcel division which conveys only certain rights under the applicable local land 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.
- Additionally**, if a division right is transferred, it must be reported within 45 days to the assessor. An ordinance may establish a fee for division approval. Because of limited local approval authority, a statement should accompany the application as follows: "**APPROVAL OF A DIVISION IS NOT A DETERMINATION THAT THE RESULTING PARCELS COMPLY WITH OTHER ORDINANCES OR REGULATIONS.**" This puts buyers on notice that the parcel they purchased may not meet zoning or other ordinance requirements.
- 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 division are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

Property Owners Signature: _____ **Date:** _____

Do Not Write Below This Line:

Reviewer's action:

___ / ___ / ___ Date application completed and filed in zoning administrator's office

___ ___ / ___ / ___ Approval by Zoning Administrator (initials & date)

___ / ___ / ___ Date filed in Assessing Office

\$ _____ Fee paid Initials _____

Assessing Department Approval

___ / ___ / ___ _____
Assessor's Signature

Conditions, if any _____

Denied

Reasons for denial (cites) _____

