

CHARTER TOWNSHIP OF HAMPTON

801 W. Center Road
Essexville, MI 48732

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Land Division Application

- Approval of land division 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)).
- All questions **MUST** be answered completely, all required documents **MUST** be attached and the application **MUST** be signed by the property owner for it to be reviewed.
- A municipality shall approve or disapprove a proposed division within 45 days after the filing of a complete application for the proposed division with the assessor or zoning official. (MCL 560.109, Sec. 109. (1))

**Land divisions/splits do not show up on the tax/assessment rolls until the following year.
Payments for the current year taxes need to be settled with the owner/buyer at the time of closing.**

1. PROPERTY OWNER INFORMATION

Name:		Phone:
Address:		Email:
City:	State:	Zip:

2. APPLICANT INFORMATION (if not the property owner)

Name:		Phone:
Business Name:		Email:
Address:		
City:	State:	Zip:

3. PARCEL INFORMATION

Tax Parcel Number:	Section:
Street Address:	
Total Number of Parcels After Division:	

4. FUTURE DIVISION (That might be allowed but not included in this application)

Total Number of Future Divisions:
Number of Future Divisions Being Transferred From the Parent Parcel to Another Parcel:
Identify the Parcel(s) to Which They Are Being Transferred:

5. DEVELOPMENT SITES ONLY

Number of New Parcels That Are Intended for Building Development:

6. ATTACHMENTS (all attachments MUST be included)

A. Tentative Parcel Map

_____ Land Survey by a licensed land surveyor at a scale of not less than 1" = 100' OR,
_____ Accurate map at a scale of not less than 1" = 100' and not prepared by a licensed land surveyor,

A tentative parcel map must show:

- (1) Accurate legal description for the parent parcel & each parcel being created.
- (2) The boundaries & dimensions of the parent parcel as of March 31, 1997.
- (3) The boundaries & dimensions of all previous divisions made after March 31, 1997.
- (4) The boundaries & dimensions of each parcel being created by this application.
- (5) Existing & proposed public and approved, private street rights-of-way.
- (6) Existing & proposed public utility easements.
- (7) The location of existing buildings & driveways.
- (8) The location of existing & proposed public sewer & public water systems serving any of the parcels.

B. _____ A copy of any document transferring any land division rights from the parent parcel to another parcel.

C. _____ A copy of Bay County Health Department approval for on-site sewage disposal for each proposed parcel that is not served by public sewer.

D. _____ A copy of Bay County Health Department approval for on-site water supply for each proposed parcel that is not served by public water.

Choose One:

E. _____ Land Split - **\$200** Application fee plus **\$50** for each child parcel with legal description. (Minimum fee is \$250)

F. _____ Lot Line Adjustment/Boundary Move - **\$100** Application fee plus **\$25** for each

G. _____ Combine Parcels - **\$100** Application fee

Fee is non-refundable for void or denied applications. **Payable to: Hampton Township.**

7. AFFIDAVIT & PERMISSION 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 Hampton Township, Bay County, and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify the information on the application is correct. Finally, I understand this is a parcel division that conveys only certain rights under a municipal land division ordinance and the Michigan Land Division Act (MCL 560.101 et. seq.) and is not a representation or determination the resulting parcels comply with other ordinances or regulations and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights. Further, I understand Hampton Township granting approval of any division(s) resulting in a parcel less than 1 acre in size is not liable if a building permit is not issued for the parcel due to unsuitable site conditions for onsite sewage systems and/or onsite water supply systems. I understand that site suitability will be reviewed by the local health department under the same standards as set forth in MCL 560.105(g) – the Michigan Administrative Code R560.401-560.428. Checking with the County or the Health Department for septic and water is the landowner's responsibility.

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 within 90 days after this application is approved or the division is built upon before the changes to laws are made.

PROPERTY OWNER'S SIGNATURE

DATE

8. REVIEWER'S ACTIONS (for office use only)

_____ Approved: Conditions, if any: _____

_____ Denied: Reasons: _____

SIGNATURE

DATE