

**COLDSPRINGS TOWNSHIP -- LAND DIVISION APPLICATION FORM**

APPLICANT: \_\_\_\_\_ OWNER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE \_\_\_\_\_  
AGENT FOR APPLICANT/OWNER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE / Fax \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**PARENT PARCEL INFORMATION:**

ADDRESS: \_\_\_\_\_  
PARENT PARCEL NO.: \_\_\_\_\_ PARENT PARCEL SIZE: \_\_\_\_\_  
LEGAL DESCRIPTION OF PARENT PARCEL or TRACT:  
(Attach legal description)

**PROPOSED NEW PARCEL(s) INFORMATION:**

NUMBER OF NEW DIVISIONS FROM THE PARENT PARCEL or TRACT: \_\_\_\_\_  
LEGAL DESCRIPTION OF NEW PARCEL(s): \_\_\_\_\_ NEW PARCEL(s) SIZE(s): \_\_\_\_\_  
(Attach an accurate legal description for each new Parcel; and  
Label each new parcel with a letter and show the same letter on the tentative parcel map or survey.)

NUMBER OF DIVISIONS RESERVED WITH PARENT PARCEL or TRACT: \_\_\_\_\_  
TENTATIVE PARCEL MAP or SURVEY ATTACHED (see instructions on back): \_\_\_\_\_ Yes \_\_\_\_\_ No  
TITLE SEARCH or OTHER OWNERSHIP RECORDS ATTACHED: \_\_\_\_\_ Yes \_\_\_\_\_ No  
PARENT PARCEL or TRACT CONFORMS WITH PUBLIC RECORDS: \_\_\_\_\_ Yes \_\_\_\_\_ No  
ACCESS TO A PUBLIC ROAD \_\_\_\_\_ Yes \_\_\_\_\_ No or NEW PRIVATE ROAD: \_\_\_\_\_ Yes \_\_\_\_\_ No  
UTILITY EASEMENTS SHOWN: \_\_\_\_\_ Yes \_\_\_\_\_ No  
PRESENT ZONING DISTRICT: \_\_\_\_\_  
LAND DIVISION ACT COMPLIANCE WITH COLDSPRINGS ZONING: parcel Area: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Parcel Width: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Parcel has a 4:1 Depth to Width Ratio: \_\_\_\_\_ Yes \_\_\_\_\_ No

**ACKNOWLEDGMENT:** *The information in this Application is true and if later found not to be true, this application and any approval will be void. I grant permission for Township or County officials to enter the property for inspections. Any approval is NOT A DETERMINATION that the resulting parcels or division comply with other ordinances or regulations of COLDSPRINGS Township, the county, or state. COLDSPRINGS Township, its officers, employees, and agents are not liable if a building permit is not issued for the parcel for the reasons set forth in Section 109a of the Land Division Act. I agree that if "Approved with Conditions," I will advise any prospective owner of the conditions and will record, or allow COLDSPRINGS Township to record, an affidavit of Conditional Land Division Approval in the offices of the Kalkaska County Register of Deeds.*

**Applicant / Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

----- **FOR TOWNSHIP USE ONLY** -----

Application Fee Paid: \$ \_\_\_\_\_ Date Application Received : \_\_\_\_\_  
Reviewed by Assessor \_\_\_\_\_ ; By Others \_\_\_\_\_ 45 Days from Date Received: \_\_\_\_\_  
\_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Approved with Conditions (see attached)

\_\_\_\_\_  
Sally Murray, MAAO-Township Assessor Date \_\_\_\_\_

**INSTRUCTIONS & INFORMATION**  
**for**  
**COLDSPRINGS TOWNSHIP LAND DIVISION APPLICATIONS**

As of April 1, 1997, the Michigan Land Division Act (referred to as the "Act") (formerly named the Subdivision Control Act) was substantially amended to regulate the simple division of land. All parcels of land or tracts of land (contiguous parcels under the same ownership) were deemed to be "parent parcels" under the Act. Parent parcels/tracts can be divided, subject to the Act, into new parcels provided Township and other governmental approvals are received. The number of new parcels permitted from any parent parcel/tract is established in a formula specified in the Act and certain divisions are exempt from local approval. The Act also requires that new parcels meet local zoning regulations, public health, access and utility requirements. The Act of this is very complex; and the Applicant for a land division is advised to seek professional advice.

Application is made to the Township Assessor. No application will be formally received until all information requested is provided. An application once received will be approved, approved with conditions, or denied within 45 days.

In addition to completing the application form on the other side, the Applicant must provide evidence of the existence of the original parent parcel or parent tract, an accurate legal description of the new parcels being created and a tentative parcel map. It is strongly recommended that the tentative parcel map be a professional survey. The survey or tentative parcel map must show or have attached all of the following:

- Existing Parent Parcel/Tract dimensions and legal descriptions (with exact parcel size) as of March 31, 1997;
- All previous Divisions made from the Parent Parcel/Tract after March 31, 1997 (and indicated date when made);
- Dimensions and legal descriptions of the proposed divisions(s) (with the exact parcel size);
- Existing and proposed public roadways (with new proposed names) -- all new parcels must be accessible;
- Proposed new private roads (with new proposed names);
- Easements for public utilities;
- Existing improvements on the Parent Parcel/Tract (including, buildings, wells, septic systems, driveways, other structures, and water features);
- Show compliance with COLDSPRINGS Township Zoning lot area (size) and lot width requirements;
- Show that no parcel less than 40 acres in size has a depth more than four times the parcel's width;
- Sewer & water approvals are not required for land division approval if the parcel is less than 1 acre, but it is required for a building permit (other MDEQ and health department approvals are still required); and
- Proof that all taxes and assessments are paid in full to the Township or County.

In addition to the items noted above, once the division is recorded a notice must also be filed with the Township Assessor. Further, any instrument conveyancing the parcel must have specific language in it to comply with the Act.

COLDSPRINGS Township's granting of approval is NOT a determination that the resulting parcels comply with other ordinances or rules, including the COLDSPRINGS Township Zoning Ordinance. COLDSPRINGS Township, its officers, employees, and agents are not liable if a building permit is not issued for the parcel for the reasons set forth in the Act. If the land division meets the requirements of the Act; however, does not presently comply with other local ordinances, the Township WILL approve the application. But that approval will be classified as "Conditional" and will require the recording of an affidavit to give notice to prospective owners of possible noncompliance. Unless the land division is recorded, any subsequent change in zoning ordinance may make the approved division not in compliance and subject to the new requirements.

For further information on the Michigan Land Division Act and the land division process, contact a competent professional or the COLDSPRINGS Township Assessor.