

Mail to:
City of Marquette
Attn: Assessing
300 W Baraga Ave
Marquette, MI 49855

CITY OF MARQUETTE
LAND DIVISION APPLICATION
Fee: \$150 (per split)



Adjacent land owner transfer may be an exempt division. If you believe this is an exempt division, check here ____.

Approval of a division is required **before** it is sold. You **MUST** answer all questions and include all attachments, or this will be returned to you. Forward all word documents pertaining to this application to: assessing@marquettemi.gov. If you have questions please contact our office at (906) 225-8379.

Applicant Information, fill in where you want this form sent when the review is completed:

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

This form is designed to comply with applicable local zoning, land division, lot splitting ordinances and §109 of the Michigan 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.)

1. **LOCATION** of parent parcel or platted subdivision lot to be split:

Address: _____

Township, City, or Village Name: _____

Parent parcel number: _____

Legal description of Parent Parcel (attach extra sheets if needed):

Parent parcel is:

Platted lot

Non-Platted

2. **PROPERTY OWNER** Information (if different than applicant):

Name: _____ Phone: () _____

Address: _____

City, State, Zip: _____

Email: _____

3. **PROPOSAL:** Describe the divisions being proposed:

- a. Number of new parcels: _____
- b. Intended use (residential, commercial, etc.): _____
- c. The division(s) of the parcel provides access to an existing public road by (check one)
 - Each new division has frontage on an existing road.
 - A new public road, proposed road name _____
 - A new private road or easement, proposed road name _____
 - A recorded easement (driveway). (Cannot service more than one potential site)

3A. Write here or attach a legal description of the proposed new road, easement, or shared driveway (attach extra sheets if needed). _____

3B. Write here or attach a legal description of each proposed new parcel (attach extra sheets if needed). _____

4A. **FUTURE DIVISIONS** that might be allowed but not included in this application? _____

4B. The number of future divisions being transferred from the parent parcel to another? _____

Identify the other parcel: _____

(See Section 109(2) of the Statute. Make sure your deed includes both statements as required in Section 109(3) of the Statute.)

5. **DEVELOPMENT SITE LIMITS.** Check each box that represents a condition which exists on any part of the parent parcel:

It is in a DNR-designated critical sand dune area.

It is a riparian or littoral (it is a river or lake front parcel).

It is affected by a Lake Michigan High Risk Erosion setback.

Includes a wetland.

Includes a beach.

It is within a flood plain.

Includes slopes more than twenty-five percent (a 1:4 pitch or 14° angle) or steeper.

Is on muck soil or soil known to have severe limitations for on-site sewage systems.

It is known or suspected to have an abandoned well, underground storage tank, or contaminated soils.

6. **ATTACHMENTS** (all attachments must be included). Letter each attachment as shown here.
- a. A Survey, sealed by a professions surveyor as a scale of no greater than 200:1, of proposed division(s) or parent parcel or subdivision lot.
 - i. The survey 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 division(s), and
 - 4. Dimensions of the proposed division(s), 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 the dimensions from existing lot lines and proposed lot lines, and
 - 8. Any features checked in question number 5.
 - b. A soil evaluation or septic system permit for each proposed parcel prepared by the health department, or each proposed parcel is serviced by a public sewer system.
 - c. An evaluation / 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. A copy of any transferred division rights (§109(4) of the Act) in the parent parcel.
 - f. A fee of \$150 per split
 - g. Other (Please list)
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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 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. Finally, 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.

Finally, even if this division is approved, I understand zoning, local ordinance, and State Acts change from time to time, and if changed the division(s) 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 SIGNATURE _____

DATE _____

DO NOT WRITE BELOW THIS LINE

CITY STAFF USE			
Parcel #:	_____	Split #:	_____
Date Submitted:	_____	Fee:	_____ Rec#: _____ Ck#: _____
Reviewer's Actions:			
_____ Approved:	Conditions, if any: _____		
_____ Denied:	Reasons (cited): _____		
Assessor Signature and date: _____			
Zoning Signature and date: _____			