

# SARANAC VILLAGE PARCEL DIVISION APPLICATION

27 North Bridge St  
Po Box 312  
Saranac, Michigan 48881

Please answer all questions and include all attachments.

Bring or mail to Saranac Village at the above address.

**Approval of a division of land is required before it is sold, when a new parcel is less than 40 acres and not just a property line adjustment (Sec 102 e & f of the Land Division Act). This form is designed to comply with Sec. 108 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 and PA 87 of 1997, MCL 560.101 et.seq.)**

**Approval of a land division is not a determination that the resulting parcels comply with other ordinances or other regulations.**

## LAND DIVISION GENERAL INFORMATION

All required information on the application form along with the fee is to be submitted to the Village Office, which is then transmitted to the Zoning Administrator to review it for compliance with local ordinances and the Michigan State Land Division Act. The application is approved if it meets all local and state requirements. The Zoning Administrator will return a copy of the signed application with an approval or denial with reasons.

The state allows a certain number of divisions/splits that can be created depending upon the amount of the land of the parent parcel. A parent parcel is one that existed on March 31, 1997. The Zoning Administrator can tell you how many new lots are available. The owner of the parent parcel retains all redivision rights unless they are conveyed on the deed to another party, (if more splits were available but not taken). Otherwise 10 years must elapse until more divisions can be done. Make sure your deed has a similar statement required by statute to fill in a division right number if there are available additional division rights and a number is transferred to the buyer as follows:

*The grantor grants to the grantee the right to make \_\_\_\_\_ division(s) under section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967.*

A survey is required of the parent parcel and proposed new parcels along with legal descriptions of each. A legal description of the remaining parcel must be supplied. Proof that the parent parcel was in legal existence on 3/31/97 must be supplied. All deeds for parcels of unplatted land within the state of Michigan after the effective date of this act (3/31/97) shall contain the following statement:

*This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.*

If an easement for a driveway or private road is required, there must be language in the deed and survey that says the easement is for ingress and egress and for public utilities. This gives the utility companies an easement right to bring in service through the easement area.

All newly created lots shall have buildable area. The net buildable area of a lot shall be a contiguous piece of land excluding land subject to flooding six (6) months of the year, poor drainage, steep slopes, rock outcrops, and land encumbered by easements preventing the use of the land.

All new lots created shall meet the minimum lot size regulations of the Village Zoning Ordinance.

All new lots created shall meet the minimum lot width and street frontage regulations of the Village Zoning Ordinance.

Approval of a land division application is in effect for 180 days and must be recorded at the Deed Office by that date.

Any questions, please call the Zoning Administrator, Jeanne Vandersloot at 616-897-4242.

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## LAND DIVISION APPLICATION

APPLICANT: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE HOME \_\_\_\_\_ FAX \_\_\_\_\_  
TELEPHONE WORK \_\_\_\_\_ FAX \_\_\_\_\_

OWNER NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE HOME \_\_\_\_\_ FAX \_\_\_\_\_  
TELEPHONE WORK \_\_\_\_\_ FAX \_\_\_\_\_

PARENT PROPERTY ADDRESS \_\_\_\_\_

PARENT PROPERTY LEGAL DESCRIPTION: (use attachments if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PARENT PARCEL TAX ID NUMBER \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_

NUMBER OF PROPOSED PARCELS \_\_\_\_\_

NAME OF STREET PROPOSED PARCELS FRONT ON \_\_\_\_\_

SEE CHECKLIST ON NEXT PAGE FOR REQUIRED ATTACHMENTS

FEE: \$ \_\_\_\_\_ per resulting parcel (Example: One lot, split from a parent parcel, equals 2 resulting parcels)

AFFIDAVIT: I certify and affirm that I am the property owner or the owners authorized agent and that I agree to conform to the applicable laws of the jurisdiction. If authorized agent, please include a signed statement of authorization from the owner. I also certify and affirm that this application form is accurate and complete.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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## LAND DIVISION APPLICATION CHECKLIST INCLUDE THE ITEMS LISTED BELOW WITH THE APPLICATION

The Land Division Law (Public Act 591) of the State of Michigan as of March 31, 1997 and Village of Saranac Zoning Ordinance requires the following items to be included in a land division application:

- \_\_\_\_\_ A survey of parent and proposed parcels showing area, parcel lines and dimensions, public utility easements, existing structures, drains, waterways and vehicular accessibility
- \_\_\_\_\_ Accurate legal descriptions of all the proposed land divisions including the remainder of the parent parcel.
- \_\_\_\_\_ Adequate easements for public utilities from each parcel to existing public utility facilities (if home development site)
- \_\_\_\_\_ Proof of lot access (existing driveway or new driveway permit or area suitable for driveway or easement suitable for driveway access)
- \_\_\_\_\_ Each resulting parcel has a depth of not more than 4 times the width
- \_\_\_\_\_ Minimum lot size is met for the zoning district in the Village of Saranac
- \_\_\_\_\_ Minimum lot width and street frontage is met for the zoning district in the Village of Saranac
- \_\_\_\_\_ 66 foot wide easement is required for all private streets for accessibility
- \_\_\_\_\_ Proof of parent parcels lawful existence on 3/31/97 (deed or legal description on tax bill, etc.)
- \_\_\_\_\_ If parcel is not a parent parcel, show documentation of right to re-divide/split and when it was divided after 3/31/97
- \_\_\_\_\_ If division rights transfer is to take place, documentation and number of parcels are required
- \_\_\_\_\_ Proposed lots must be buildable or a deed restriction must be detailed

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*For office use only:*

**Reviewer's action:**

**Total Fee \$** \_\_\_\_\_ **Bank Name and Check #** \_\_\_\_\_

**Date Completed Application Received:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

**Denial Date:** \_\_\_\_\_ **Reasons for denial** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_