

# NOTICE!

## Please read before you proceed.

Following this notice is the current Blair Township Land Division Application.

It is **HIGHLY** recommended by the Blair Township Land Division Committee that **PRIOR** to applying to any Grand Traverse County offices for approval, and **PRIOR** to hiring a surveyor to survey a proposed land division, that you contact Aaron Plowman, Township Assessor, or Ron Akers, Township Zoning Administrator, at 231-276-9263 in order to schedule a time to meet informally to review the proposed land division(s) or property transfer(s).

At this informal review 1) the number of land divisions that are available to a parcel will be determined; 2) a preliminary review of the proposed land divisions(s) will be made to determine if the proposal could meet the Township Zoning and Land Division Ordinance requirements; and 3) an explanation will be given on how to proceed with a land division request.

The Land Division Committee meets every Thursday at 1:30 p.m. to consider applications for land divisions and/or property transfers that have been submitted to the Township the prior week. **COMPLETED** applications, with all required attachments, must be submitted to the Township by the Thursday of the prior week to be considered at the current week's Land Division meeting.

# **LDA APPROVAL REQUIREMENTS**

- 1.) APPLICATION FILLED OUT COMPLETELY WITH \$75.00 FEE
- 2.) SURVEY WITH ALL SPLITS SHOWN WITH EASEMENTS AND BOTH NET AND GROSS ACREAGE REQUIREMENTS SHOWN
- 3.) WRITTEN APPROVAL FROM GRAND TRAVERSE COUNTY ROAD COMMISSION (JOHN ROGERS 922-4848 EXT 205)
- 4.) WRITTEN APPROVAL FROM GRAND TRAVERSE SOIL EROSION (KEVIN McELYEA 995-6042)
- 5.) LOTS WHICH ARE 1(ONE) ACRE OR LESS WILL REQUIRE HEALTH DEPARTMENT APPROVAL (DAN THORELL 995-6051)
- 6.) ALL SPLITS WILL REQUIRE SPECIFIC ROAD FRONTAGES WHICH MUST BE MET, ALSO THE TOWNSHIP HAS REQUIREMENTS FOR PRIVATE ROADS AND DRIVES WITH ROAD MAINTENANCE AGREEMENTS TO BE RECORDED AFTER APPROVAL
- 7.) PROPERTIES WITHIN THE WATER AND/OR SEWER DISTRICT SHALL BE REQUIRED TO HOOK-UP AND POSSIBLE MAIN EXTENSIONS. MAIN EXTENSIONS SHALL REQUIRE ENGINEERED DRAWINGS AND DEQ APPROVAL AND PERMITS.  
SEWER &  
WATER INQUIRIES: BLAIR TWP-LISA GUERRIERI -#231-276-9263 #113
- 8.) APPROVAL OF FIRE CHIEF – JIM CARROLL #231-276-6341
- 9.) LAND DIVISION APPROVAL IS EFFECTIVE FOR 90 DAYS, IN WHICH TIME DEEDS FOR EACH LOT AND ROAD MAINTENANCE AGREEMENTS SHALL BE RECORDED WITH COUNTY REGISTRAR OF DEEDS. FAILURE TO DO SO WILL RENDER THE LAND DIVISIONS NULL AND VOID AND APPLICANT SHALL BE REQUIRED TO RESUBMIT APPLICATION.

**PLEASE HAVE ALL THESE PAPERS TOGETHER BEFORE SUBMITTING FOR LAND DIVISION APPROVAL TO THE TOWNSHIP.**

- \*9.) WE WILL REQUIRE CERTAIN PAPER WORK BEFORE WE WILL ISSUE PERMITS TO BUILD ON SPLIT LOTS:**

- \*RECORDED DEEDS FOR EACH LOT
- \*ADDRESS FROM COUNTY EQUALIZATION
- \*HEALTH DEPARTMENT PERMITS FOR THE SPECIFIC LOT AND WATER PERMITS WHERE APPLICABLE

**\*\*ANY QUESTIONS CALL 276-9263 XT 5 ASSESSING DEPARTMENT**

**BLAIR TOWNSHIP**  
**PARCEL DIVISION APPLICATION**

2121 Co. Rd. 633  
Grawn, Mi. 49637  
231.276.9263  
Fax 231.276.5111

Please answer all questions **and** include all attachments.

Bring or mail to BLAIR TOWNSHIP 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)**

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

**1. LOCATION of PARENT to be split:**

Address: \_\_\_\_\_

**PARENT PARCEL IDENTIFICATION NUMBER:**

# 28-02- \_\_\_\_\_

Parent Parcel Legal Description – Attach

**2. PROPERTY OWNER INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Zip Code: \_\_\_\_\_

**3. PROPOSED DIVISION(S) TO INCLUDE THE FOLLOWING:**

A. Number of new Parcels \_\_\_\_\_

B. Intended use (residential, commercial, etc.) \_\_\_\_\_

C. Each proposed parcel has a depth not exceeding a width to depth ratio of 4 to 1 as provided by State Law.

D. Each parcel has a width of \_\_\_\_\_ (not less than required by ordinance)

E. Each parcel has an area of \_\_\_\_\_(not less than required by ordinance)

F. The division of each parcel provides access as follows: (check one).

Any new Easements or Private Roads shall have a **Road Maintenance Agreement** as required by Ordinance.

\_\_\_ Each new division has frontage on an existing public road. Road name \_\_\_\_\_

\_\_\_ A new public road, proposed road name: \_\_\_\_\_

\_\_\_ A new private road, proposed road name: \_\_\_\_\_

G. Attach a legal description of proposed new road, easement or shared driveway including certified survey.

H. Attach a legal description for each **proposed new parcel**.

**4. FUTURE DIVISIONS** being transferred from the parent parcel to another parcel.

Indicate number transferred \_\_\_\_\_

(See section 109 (2) of the Statute. Make sure your deed includes both statements as required in 109 (3 & 4) of the Statute.)

**5. DEVELOPMENT SITE LIMITS** - Check each which represent a condition which exists on the parent parcel:

\_\_\_\_\_ Waterfront property (river, lake, pond etc.) \_\_\_\_\_ Includes wetlands

\_\_\_\_\_ Is within a flood plain \_\_\_\_\_ Includes a beach

\_\_\_\_\_ Is on muck soils or soils known to have severe limitations for on site sewage system

\_\_\_\_\_ within Blair water district

\_\_\_\_\_ within Blair sewer district

**6. ATTACHMENTS** - All the following attachments **shall** be included. Letter each attachment as shown:

- A.) A scale drawing for the proposed division(s) of the parent parcel showing:
  - (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 divisions, and
  - (5) existing and proposed road/easement right-of-way(s), and
  - (6) easements for public utilities from each parcel that is a development site to existing public utility facilities, and
  - (7) any existing improvements (buildings, wells, septic system, driveways, etc.)
  - (8) any of the features checked in question number 5.

B.) Indication of approval, or permit from the Grand Traverse County Road Commission, Michigan Department of Transportation that a proposed easement provides vehicular access to an existing road or street meets applicable location standards.

C.) If parcel(s) is/are One (1) acre in size or smaller, a letter from the Grand Traverse County Health Department indicating that said properties will accommodate a drain field as required by Statute.

D.) For a new road or easement, a soil erosion permit will be required.

E.) A copy of a "Road Maintenance Agreement"

F.) A copy of any reserved division rights (sec. 109 (2) of the act) in the parent parcel.

G.) A fee of \$ 75.00 will be due upon submittal of a complete application with all attachments.

**7. IMPROVEMENTS** - Describe any existing improvements (buildings, well, septic, etc., which are on the parent parcel or indicate none)

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**8. Acknowledgment-**

The undersigned acknowledges that any approval of the within application is not a determination that the resulting parcels comply with other applicable ordinances, rules or regulations which may control the use or development of the parcels. It is also understood that ordinances, laws and regulations are subject to change and that any approved parcel division is subject to such changes that may occur before the recording of the division or the development of the parcels. Blair township officials and staff are not liable if a building permit is not issued for a parcel that resulted from an approved land division.

**Property Owner's Signature** \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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**For office use only**

**Reviewer's action: Total Fee \$** \_\_\_\_\_ **Check #** \_\_\_\_\_

**Application Completed:** \_\_\_\_\_

\_\_\_\_ YES - \_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_  
ASSESSOR

\_\_\_\_ YES - \_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_  
ZONING ADMINISTRATOR

\_\_\_\_ YES - \_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_  
WATER ADMINISTRATOR

\_\_\_\_ YES - \_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_  
SUPERVISOR

**Date** \_\_\_\_\_

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

**Denial Date:** \_\_\_\_\_ **Reasons for denial** (see attached)