



For the Townships of:  
Egelston, Montague, Moorland, Sullivan, and Whitehall  
Application Processed by Muskegon County Equalization

The applicants must answer ALL questions and include ALL attachments, or this form will be returned without consideration:

**1. NAME OF TOWNSHIP** where parcel to be split is located:

\_\_\_\_\_

**2. OWNERS NAME and ADDRESS INFORMATION**

List names of all owners of parent parcel(s) to be split:

\_\_\_\_\_

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

Owners City: \_\_\_\_\_

Owners State: \_\_\_\_\_ Owners Zip Code: \_\_\_\_\_

Owners Phone: \_\_\_\_\_ Owners Fax: \_\_\_\_\_

**3. ADDRESS OF PROPERTY:** \_\_\_\_\_

**4. PARENT PARCEL NUMBER:** \_\_\_\_\_

**5. LEGAL DESCRIPTION OF PARENT PARCEL** (attach extra sheets if necessary)

**6. PROPOSED LAND DIVISION INFORMATION:**

A. Number of new parcels being requested: \_\_\_\_\_

B. Intended use (residential/agricultural/etc): \_\_\_\_\_

C. Access from each new parcel to an existing public road will be: (must check all that apply)

Frontage on an Existing Public Road

New Public Road                      New Public Road Name: \_\_\_\_\_

New Private Road                      New Private Road Name: \_\_\_\_\_

Recorded Easement                      Easement Liber/Page: \_\_\_\_\_

Road or Easement Description:

**Land Division Application  
Muskegon County Michigan**

**7. FUTURE DIVISION RIGHTS AND TRANSFERS:**

A. Is the owner making all divisions that are allowed for the parcel?

YES:  NO:

B. If not all divisions are being made, how many remaining divisions are allowed for the parent parcel

Enter number of remaining divisions: \_\_\_\_\_

C. If there are remaining future divisions that may still be made, is the right to make future divisions being transferred from the parent parcel to any other parcel?

YES:  NO:

D. If rights are being transferred, how many rights are transferring?

Enter number of transferring divisions: \_\_\_\_\_

**8. DEVELOPMENT SITE LIMITATIONS:** Check each that applies as a condition which exists on the Parent Parcel, or any of the child parcels.

- Is within the DNR Critical Dunes area
- Has riparian or littoral rights
- Lies within the Lake Michigan High Risk Erosion Setback Area
- Includes a wetland
- Includes a beach
- Lies within a flood plain
- Has a slope of >25%
- Includes areas of Muck Soils
- Includes an abandoned well, under ground storage tank, or contaminated soils

**9. PROPERTY TAXES AND ASSESSMENTS:** Have all due property taxes and any due installments of special assessments on the parcel been paid? (Note: this application will not be considered if there are unpaid or overdue property taxes or installments of special assessments)

Have all taxes and assessments been paid? YES:  NO:

**Land Division Application  
Muskegon County Michigan**

**10. REQUIRED ATTACHMENTS TO THE LAND DIVISION APPLICATION:** The following items must be attached in order to proceed with the review of this application. If any needed items are not attached, the application will be returned without consideration.

**A. LEGAL DESCRIPTIONS:** A complete and accurate legal description of each new proposed division(s) of the parent parcel (including a new description for the remaining parent parcel), and each new proposed easement, road, or shared driveway is required.

Are descriptions attached for all new parcels and the remaining parent parcel? **YES:**  **NO:**

**B. SURVEY OF PROPOSED DIVISIONS:** A survey, sealed by a professional surveyor, of the proposed divisions of the parent parcel. Note: the Township official may waive the survey map requirement where a tentative parcel map (showing the boundary lines, dimensions, and the accessibility of each division from existing or proposed public roads for auto traffic and/or public utilities) is deemed to contain adequate information to approve a proposed land division considering the size, similar nature of the divisions, and the undeveloped character of the territory within which the proposed divisions are located. An accurate legal description of all the proposed divisions, however, shall at all times be required. The survey must show the following information:

1. The boundaries of the parent parcel as it existed as of March 31, 1997; and
2. Any previous divisions made of the parent parcel after March 31, 1997, with indication as to when those divisions were made; and
3. The location of the proposed division(s) line(s); and
4. The dimensions of the proposed divided parcels; and
5. The location of existing and any proposed roads, driveways, and/or easements; and
6. The location of any existing or proposed easements for public utilities from each parcel to existing public utility facilities; and
7. Any existing improvements such as buildings, wells, septic systems, drives, garages, etc; and
8. The location of any of the features checked in response to question #8 (Site Development Limitations). A survey or map is REQUIRED to process this application

Is a survey or site plan map meeting these requirements attached? **YES:**  **NO:**

**C. SEPTIC/WATER APPROVAL:** Created parcels of One (1) acre or less, shall have approval from the Muskegon County Health Department indicating that each proposed parcel (s) to be created by the division(s) are suitable for installation of a septic system and water well. (note: this requirement is waived as to septic system and well approval for each parcel that will be served by a public water or sewer system).

Is the Septic/Water Approval attached? **YES:**  **NO:**

**D. DRIVEWAY APPROVAL:** An approval or permit from the Muskegon County Road Commission (or Michigan Department of Transportation) as to driveway and road access for each proposed division.

Is this approval is attached? **YES:**  **NO:**

**E. PRIVATE ROAD NAME APPROVAL:** Private road name approval from Central Dispatch and Muskegon County Road Commission is required for new private roads.

Is the private road name approval attached? **YES:**  **NO:**

**F. PROOF OF OWNERSHIP:** A copy of the deed, land contract memorandum, or other recorded instrument in which the owner(s) obtained title to the parcel should be attached.

Is this document it attached? **YES:**  **NO:**

**G. ZONING APPROVAL:** A document confirming zoning compliance should be provided.

Is the zoning approval attached? **YES:**  **NO:**

**Land Division Application  
Muskegon County Michigan**

**11. STATEMENT OF OWNERS:** I (we) agree that the statements made above are true, and if found not to be true, this application and any approval based upon this application will be void. I (we) agree to comply with the conditions and regulation applicable to this application and applicable to the parent parcel division. I (we) hereby give permission for officials of the Township to enter the property at reasonable times where the parcel division is being proposed for purposes of inspection to verify that the information on the application is correct. I (we) further understand that any approval granted by the Township with respect to this Land Division Application applies only to the Township's Land Division Ordinance, the Township's Zoning Ordinance, and the State of Michigan Land Division Act (formerly the Subdivision Control Act) as amended. I (we) understand that approval of this Land Division Application does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights. Finally, even if this application is approved, I (we) understand that zoning, local ordinances, and State Acts change from time to time, and if changed, the divisions made here must comply with any applicable new requirements unless deeds, land contracts, leases, or surveys representing the approved divisions are recorded with the Register of Deeds for Muskegon County, or the division is built upon before the changes to such ordinances or laws are made.

**12. SIGNATURES OF OWNERS:**

Owner: _____	Date: _____
Owner: _____	Date: _____
Owner: _____	Date: _____
Owner: _____	Date: _____

---

***This Section for Official Use Only***

Received By: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Payment of \$ \_\_\_\_\_ received on \_\_\_\_\_  
Comments:



Tony Moulatsiotis  
Muskegon County Treasurer  
173 E. Apple Ave., Ste 104  
Muskegon, MI 49442  
Phone: (231) 724-6261

### Land Division Tax Payment Certification Form

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

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

Owner City, State, and Zip: \_\_\_\_\_

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

Property City, State, and Zip: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Attach a description of the parcel to be divided.

---

**CERTIFICATION DENIED**

The Muskegon County Treasurer's Office has found delinquent taxes on the parcel listed above and cannot issue a certification of tax payment.

**CERTIFICATION APPROVED**

Pursuant to House Bill 4055, the Muskegon County Treasurer's Office certifies that all property taxes and special assessments due on the above parcel subject to the proposed division for the five years preceding the date of the application have been paid. This certification does not include taxes, if any, now in the process of collection by the local tax collecting unit.  
EXCEPTION: This certification being subject to any Board of Review, Tribunal, and / or Principal Resident Exemption denial.

**DATED ON OR AFTER MARCH 1<sup>st</sup>**

The current year tax information is not available at this time.

Certified by: \_\_\_\_\_ Date Certified: \_\_\_\_\_



**MUSKEGON COUNTY ROAD COMMISSION**  
**LAND DIVISION ACCESS REVIEW APPLICATION**  
 In Accordance with P.A. 288 of 1967 (MCL 560.102-j)

Application Fee \_\_\_\_\_ Receipt Number \_\_\_\_\_ Application Number \_\_\_\_\_

The purpose of this Land Division Application is for the Muskegon County Road Commission to investigate the location of proposed land divisions with frontage along county roads under the jurisdiction of the Muskegon County Road Commission and ensure that the proposed parcels can be accessed safely from the county road system. This procedure is in place to review proposed land division location(s) to minimize safety impacts before the property owner approaches the Township/City/Village for approval to subdivide lands.

**APPLICANT INFORMATION:**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**LAND DIVISION INFORMATION:**

PROPOSED LAND DIVISION LOCATED ON \_\_\_\_\_ ROAD, BETWEEN \_\_\_\_\_ ROAD  
 AND \_\_\_\_\_ ROAD, SECTION(S) \_\_\_\_\_, \_\_\_\_\_ TOWNSHIP.

**DETAILED DESCRIPTION OF LOCATION (A PROPOSED PARCEL MAP MUST BE ATTACHED):**

NUMBER OF LAND DIVISIONS: \_\_\_\_\_

PROPOSED PROPERTY CORNERS STAKED?: Yes  No   
 If NO, date when that will be staked: \_\_\_\_\_

Site Plan / Survey Provided by Applicant

**APPLICANT DO NOT WRITE BELOW THIS LINE**

**FIELD INSPECTION REPORT:**

INSPECTOR: \_\_\_\_\_ OPINION: \_\_\_\_\_ DATE: \_\_\_\_\_

MUSKEGON COUNTY ROAD COMMISSION  
 7700 East Apple Avenue, Muskegon, MI 49442  
 Phone: 231-788-2381 Fax: 231-788-5793  
 Website: <http://www.muskegoncountyroads.org>

**RECOMMENDED FOR ISSUANCE:**

\_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

## **LAND DIVISION SUPPLEMENTAL INFORMATION**

The purpose of this Land Division Application is for the Muskegon County Road Commission to investigate the location of proposed land divisions with frontage along county roads and ensure that the proposed parcels can be accessed safely from the county road system. This procedure is in place to review proposed land division with respect to future driveway locations before the property owner approaches the Township/City/Village for approval to subdivide lands. The goal is to determine if the resulting frontage(s) created by the land division will have feasible locations for future driveways to be built. The Road Commission's review is to be completed before the Certificate of Survey is prepared and submitted to the Township/City/Village, thus saving the property owner time and expense.

The Muskegon County Road Commission Engineering Department needs the following information to properly investigate the proposed land division driveway location:

- A completely filled out Land Division Application signed by the property owner wishing to subdivide their land.
- A drawing, drawn to scale with lot dimensions, that illustrates the location of the proposed land divisions. Either a preliminary Certificate of Survey or marked-up copy of the appropriate GIS map (available from the County Equalization Department) is also acceptable.
- Proposed Land Division property corners must be clearly marked by the applicant using lath, stakes, or flagging along the parent parcel's county road frontage so that a proper investigation can be performed.

The Muskegon County Road Commission accepts cash or personal checks to pay the application fee in accordance with the following fee schedule:

\$10 Application Fee plus \$25 per land division

Muskegon County Road Commission approval of Land Division road frontage locations does not relieve the property owner of the responsibility to comply with all applicable local ordinances, rules and zoning requirements as well as all other provisions of Public Act 288 of 1967, as amended. The property owner may also need to comply with other regulatory agency matters such as wetlands, streams and county drains.

Land Division frontage locations are evaluated based on conformance to published Michigan Department of Transportation sight distance guidance. Subdivided parcels that create frontages that would result in non-conforming driveway locations will not be allowed to ensure the road is reasonably safe for the traveling public.

### **Driveway Construction Permits:**

An approved land division review by the Muskegon County Road Commission is not a permit to construct a driveway approach. A specific permit is required for each approach to be constructed.



Tony Moulatsiotis  
Muskegon County Treasurer  
173 E. Apple Ave., Ste 104  
Muskegon, MI 49442  
Phone: (231) 724-6261

### Land Division Tax Payment Certification Form

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

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

Owner City, State, and Zip: \_\_\_\_\_

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

Property City, State, and Zip: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Attach a description of the parcel to be divided.

**CERTIFICATION DENIED**

The Muskegon County Treasurer's Office has found delinquent taxes on the parcel listed above and cannot issue a certification of tax payment.

**CERTIFICATION APPROVED**

Pursuant to House Bill 4055, the Muskegon County Treasurer's Office certifies that all property taxes and special assessments due on the above parcel subject to the proposed division for the five years preceding the date of the application have been paid. This certification does not include taxes, if any, now in the process of collection by the local tax collecting unit.

EXCEPTION: This certification being subject to any Board of Review, Tribunal, and / or Principal Resident Exemption denial.

**DATED ON OR AFTER MARCH 1<sup>st</sup>**

The current year tax information is not available at this time.

Certified by: \_\_\_\_\_

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