

# ECHO TOWNSHIP

LD \_\_\_\_\_

The following attachments **MUST** be included along with the Echo Township Land Division Application prior to any approval or reason stating why your project does not require the documents.

○ A. A survey/parcel map that complies with the requirements of the Land Division Act, Sec 109 (1)(a): *Each resulting parcel has an adequate and accurate legal description and is included in a tentative parcel map showing area, parcel lines, public utility easements, accessibility, and other requirements of this section and section 108. The tentative parcel map shall be a scale drawing showing the approximate dimensions of the parcel; Such as;*

- current boundaries (as of March 31, 1997),
- all previous division made after March 31, 1997 (indicate when made or none),
- the proposed division(s),
- dimensions of the proposed divisions,
- existing and proposed road/easement right-of-way(s),
- easements for public utilities from each parcel to existing public utility facilities,
- any existing improvements (buildings, wells, septic system, driveways, etc.) and

○ B. A copy of any reserved division rights (sec.109 (4) of the act) in the parent parcel (form attached L-4260a)

○ C. A Fee of \_\_\_\_\_ (\$25 for the first split and an additional \$10 per split)

○ D. Proof of payment of taxes and/or special assessments for current year if billed.

○ E. All property taxes and special assessments due on the parcel or tract subject to the proposed division for the 5 years preceding the date of the application have been paid, as established by a certificate from the county treasurer (PA 23 of 2019)

*Note: This is issued by the Antrim County Treasurer and there is a \$5.00 fee.*

*Antrim County Treasurer  
203 E Cayuga Street  
Bellaire MI 49615  
Phone: 231-533-6720  
Website: <http://www.antrimcounty.org/treasurer.asp>*

○ F. Proof of fee ownership of land.

○ G. History and Specifications of any previous division of Parcel to be divided as of March 31, 1997.

○ H. A perk test is required for any parcel being created under one (1) Acre prior to any final approval under Section 560.109a of the Land Division Act.

*NW Michigan Environmental Health  
Phone: 231-533-8670 Website: <http://www.nwhealth.org/whichpermit.html>*

○ I. Antrim County Road Commission Does not require a Permit for us to approve a Land Division. **Note Approval of Land Division is not stating you have complied with the Antrim County Road Commission standards. If you would like to apply for a driveway permit contact below:**

*Antrim County Road Commission  
Phone: 231-587-8521 Website: <http://www.antrimcrc.org/>*

○ J. If your access is creating or causing an additional parcel to access M-32 Hwy or US 131 Hwy you must have approval from MDOT. (560.190 (1) e)

*Michigan Department of Transportation  
Phone: 989-731-5090 Website: <https://www.michigan.gov/mdot>*

# ECHO TOWNSHIP

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## Application for Land Combination/Divisions And Boundary Adjustments

**NOTICE:** No Land division/combination will be completed until all taxes billed are paid in full.

Echo Township shall approve or disapprove a proposed division **within 45** days after the filing of a **complete** application (all attachments must be submitted before it is considered complete) for the proposed division with the assessor or other municipally designated official.

Application is hereby made for the following:

### Metes and Bounds Parcels

- Combination  
 Division into \_\_\_\_\_ parcels  
 Boundary Adjustment

### Platted Lots of Record

- Combination of entire lots  
 Separation of entire lots  
 Division/combination of portions of lots  
 Boundary Adjustment

### Property Information

Tax Identification Number(s): 05-05- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
05-05- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
05-05- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Is/Are the parcel(s) in a Special Assessment District?  No  Yes  
If so for?  Road  Sewer

### The division of the parcel provides access as follows:

Each new division has frontage on an existing public road?  No  Yes  
New Private Road Access?  No  Yes  
A Recorded Easement?  No  Yes

*Note: 1) A perk test is required for any parcel being created under one (1) Acre prior to any final approval under Section 560.109a of the Land Division Act.*

Structures currently on the parcel(s)/lot(s):  Vacant  
 House  
 Accessory Building  
 Commercial/Industrial

Describe the nature of the request: \_\_\_\_\_

# ECHO TOWNSHIP

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## Application for Land Combination/Divisions And Boundary Adjustments

### Survey/Parcel Map drawn to scale along with accurate legal description Information:

A sealed survey or Parcel **shall** be submitted that complies per Echo Township Land Division Ordinance (Sec 5(C) as amended for all land divisions/combinations and re-descriptions except for combinations involving platted lots of record or entire parcel combinations.

Name Surveyor/Drafter: \_\_\_\_\_

Survey Company: \_\_\_\_\_

Date of Survey/Parcel Map: \_\_\_\_\_

Survey Number: \_\_\_\_\_

### **Owner Information:**

### **Applicant (If not the Owner)**

**(Owner Must Sign, unless a letter of representation is supplied)**

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

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

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

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

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

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

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

### **AFFIDAVIT** and permission for municipality, 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, agree to comply with the conditions and regulation provided with this parent parcel division. Further, I agree to give permission for official of the municipality, county and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspections. Finally, I understand this is only a parcel division which conveys only certain rights under the applicable local land division 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 and P.A. 87 of 1997), MCL 560.101 et seq.) and does not include any representation or conveyance of rights in any other stature, building code, zoning ordinance, deed restriction, or other property rights.

Finally, even if this division is approved, I understand local ordinance and state Acts change from time to time, and if changed, the divisions made here must comply with the new requirements (apply for division approval again) unless deeds representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

Owner Signature: \_\_\_\_\_

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

Owner Signature: \_\_\_\_\_

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

Fee \$25 for the first split and an additional \$10 per split: \_\_\_\_\_ Amount \_\_\_\_\_ Chk #/Cash  
(Checks are to be made out to **Echo Township**)

Date Received Complete Application: \_\_\_\_\_

Echo Township has \_\_\_\_\_ the Land Division for parcel

05-05-\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ for the \_\_\_\_\_ tax year.

Please NOTE:

Echo Township and Antrim County do not do MID-Year splits therefore for the remainder of the \_\_\_\_\_ tax year the parent parcel(s) will be billed.

Approval of a division is not a determination that the resulting parcels comply with other Township or County Ordinances or regulations not regulated under the Echo Township Land Division Ordinance.

The Township and its officers and employees shall not be liable for approving a land division if building permits for construction on the parcels are subsequently denied because of inadequate water supply, sewage disposal facilities, dunes, wetlands and/or otherwise.

The Township and its officers and employees shall not be liable for approving a land division if a permit is not issued by the Antrim County Road.

TREASURER, As of \_\_\_\_\_, 20\_\_\_\_\_, Township Records show that all taxes, Special Assessments, Fees and/or penalties billed to date on the above referenced parcel (s) have been paid.

\_\_\_\_\_  
Treasurer Signature

ASSESSOR, The proposal is eligible for split, combination or re- description; all ownership records are in order; accurate survey/parcel map and description have been provided.

\_\_\_\_\_  
Assessor Signature

\_\_\_\_\_  
Date

Approved  
Conditions, if any: \_\_\_\_\_

Denied  
Land Division Ordinance Section, \_\_\_\_\_

## NOTICE TO ASSESSOR OF TRANSFER OF THE RIGHT TO MAKE A DIVISION OF LAND

*Issued under authority of Land Division Act (P.A. 288 of 1967 as amended by P.A. 87 of 1997) . Filing is mandatory.*

This form must be filed by an owner of a parent parcel or parent tract of land when the owner creates a parcel from the parent parcel or parent tract and transfers the right to make a further division to the owner of the created parcel. This form must be filed within 45 days of the transfer of the right to make a division. This form must be filed with the assessor of the city or township where the property is located.

1. Street Address of Parent Parcel or Parent Tract	2. County	4. Date of Transfer of Right to Make a Division
3. City/Township/Village Where Real Estate is Located		<p><b>PIN</b>, this number ranges from 10 to 25 digits. It usually includes hyphens and sometimes includes letters. It is on the property tax bill and on the assessment notice.</p>
<input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		
5. Property Identification Number (PIN) of Parent Parcel or Parent Tract. If you don't have a PIN, attach legal description.		
6. Name of Owner of Parent Parcel or Parent Tract	Address of Owner of Parent Parcel or Parent Tract	
7. Property Identification Number (PIN) of Created Parcel if PIN has already been assigned.		
8. Name of Owner of Created Parcel	Address of Owner of Created Parcel	

**THE FOLLOWING QUESTIONS MUST BE ANSWERED.**

1. Did the parent parcel or parent tract have any unallocated divisions under the Land Division Act, P.A. 288 of 1967, MCL 560.101 to 560.293? Check appropriate box below:

YES

NO

If the YES box was checked, go to question 2. If the NO box was checked, go to question 3.

2. How many unallocated divisions did the parent parcel or parent tract have prior to this transfer?

Enter number here \_\_\_\_\_.

3. Were there any unallocated divisions transferred to the newly created parcel?

YES

NO

If the YES box was checked, go to question 4. If the NO box was checked, go to the signature area of the form.

4. How many unallocated divisions were transferred to the newly created parcel? Enter number here \_\_\_\_\_.

**CERTIFICATION**

I certify that the information above is true and complete to the best of my knowledge.

Signature of Owner of Parent Parcel or Parent Tract	Date	If Signer is other than the owner, print name and title
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## INSTRUCTIONS

This form must be filed by an owner of a parent parcel or parent tract of land when the owner creates a parcel from the parent parcel or parent tract and transfers the right to make a further division(s) to the owner of the created parcel.

Example: The owner of a parent parcel 10 acres in size is selling off a created parcel 2 1/2 acres in size. In this example the 10 acre parent parcel qualifies under the Land Division Act to make four (4) divisions before platting is required. Therefore, two (2) more divisions may be made before platting is required.



The owner of the parent parcel who sold the 2 1/2 acre parcel can keep the authority to make two (2) additional divisions or may convey the authority to make one or both of the additional divisions to the owner of the created parcel.

If the owner of the parent parcel conveys the authority to make one or both additional divisions to the owner of the 2 1/2 acre created parcel, this form (L-4260a) must be filed with the local assessor within 45 days of that action.

**This form must also be filed when the owner of a parent parcel or parent tract conveys the parent parcel or parent tract, and also transfers the right to make further divisions to the new owner of the parent parcel or parent tract.**

**For more information about the Land Division Act, you may contact the Subdivision Control Section of the Department of Consumer and Industry Services at (517) 334-7750.**

### Excerpt from P.A. 87 of 1997

Sec. 109(2) The right to make divisions exempt from the platting requirements of the act under section 108 and this section can be transferred, but only from a parent parcel or parent tract to a parcel created from that parent parcel or parent tract. A proprietor transferring the right to make a division pursuant to this subsection shall within 45 days give written notice of the transfer to the assessor of the city or township where the property is located on the form prescribed by the state tax commission under section 27a of the general property tax act, P.A. 206 of 1893, MCL, 211.27a. The state tax commission shall revise the form to include substantially the following questions in the mandatory information portion of the form:

(a) "Did the parent parcel or parent tract have any unallocated divisions under the land division act, P.A. 288 of 1967, MCL 560.101 to 560.293? If so, how many?"

(b) "Were any unallocated divisions transferred to the newly created parcel? If so, how many?"