

# South Branch Township

5245 N. M-18  
PO Box 606  
Roscommon, MI 48653  
P: 989-275-8232 | F: 989-275-4860

Land Division and  
Platted & non-Platted Subdivision  
Lot Split/Combination

## Fee Schedule

All Fees are Non-Refundable

- Exempt Splits**                      \$75.00 per parent parcel      \$25.00 per child  
Partitioning or splitting of a parcel or tract of land that does not result in 1 or more parcels less than 40 acres or equivalent and is accessible.
- Land Division**                      \$100.00 per parent parcel      \$25.00 each created child parcel  
One or more parcels or tracts of land less than 40 acres.
- Property Transfer**                      \$100.00 per transfer/adjustment  
Transfer of a portion of one lot to adjoining lot under separate ownership (aka-lot line adjustment).
- Platted Subdivision**                      \$50.00 per split                      \$50.00 per combination  
Lot splits in platted subdivisions are restricted (per PA 288 of 1967, 560.104 and 560.263) and are also subject to South Branch Township Ordinances.
- Non-Platted Subdivisions**                      NO FEE for combination of this type  
Parcels or tracts of land that are not in a platted subdivision.

Applications must be submitted 31 days prior to the regularly scheduled Township Board Meeting at which the application is expected to be reviewed.

Applicants may request a special meeting if seeking approval before the 31-day timeframe. All costs incurred for a special meeting will be paid by the applicant requesting the special meeting.

[www.southbranchtownship.com](http://www.southbranchtownship.com)

## **Crawford County - South Branch Township**

### **Land Division Application Requirements**

The following is a checklist of items that must be provided along with a completed application.

1. Provide proof that current owner has land division rights.
  - Township to review property file to determine if current owner has land division rights.
  
2. Provide proof of ownership of subject parcel proving the property was legally in existence March 31<sup>st</sup>, 1997. I.e.
  - Copy of deed of ownership,
  - or**
  - An abstract of title,
  
3. Three copies of a tentative parcel map drawn to scale showing the following:
  - Parcel lines with dimensions
  - Utility easements
  - Location of structures showing dimensions from parcel lines.
  - The means of egress for each & the means of egress for each resulting parcel.
  - Each resulting parcel must be drawn to scale and include the following:
    - Date, North arrow, scale, Name of person or firm responsible for preparation of parcel map.
    - Location of public or private roadway access.
    - Location of any existing driveway or easement within each resulting parcel. If an existing or proposed easement is located on a resulting parcel, you must provide a copy of an instrument describing such easement.
  
4. Required approvals:
  - Letter of approval from the Crawford County Commission that the proposed or existing driveway meets all location standards.
  - Approval from the Zoning Administrator that the parcels meet current requirements.
  
5. Other documentation to provide:
  - Include copies of paid tax receipts for the parent parcel or tract.
  - Include legal descriptions for the parcel or tract and the resulting child parcels.
  - Completed application for Land Division.

6. South Branch Ordinance 18 requirements completed within 180 days recorded with county register of deeds:

- A survey shall be recorded (stamped original)
- A legal description or deeds describing the resulting parcel(s)
- Showing proof of above recordings with the Administrator
- Date to be completed, 180 days from date of approval by South Branch Township Board. \_\_\_\_/\_\_\_\_/\_\_\_\_
- Deed or instrument shall contain rights to make further divisions.
- Provide proof that property is serviced by a completed public or private road.

**SOUTH BRANCH TOWNSHIP LAND DIVISION APPLICATION**

You **MUST** answer all question and include all attachments, or this will be returned to you.

Bring or Mail application to: South Branch Township,  
5245 N. M-18, P.O. Box 606  
Roscommon Michigan, 48653

Alternatively, applications may be emailed to the attention of the South Branch Township Assessor at:  
[assessor@southbranchtownship.com](mailto:assessor@southbranchtownship.com)

Approval of a division of land is required before it is sold, when a **new parcel is less than 40 acres**.  
Approval is also required when property is transferred from one parcel to an adjoining parcel.

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 P.A. 87 of 1997; MCL 560.101, et seq; MSA 26.430, et seq) and the South Branch Township Parcel Division Ordinance.

**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:**

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

PARENT PARCEL IDENTIFICATION NUMBER: \_\_\_\_\_

Parent Parcel Legal Description: (describe or attach):

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

**2. PROPERTY OWNER INFORMATION: (If more than one owner, attach separate sheet):**

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

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

Zip Code: \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

**3. ATTACHMENTS** – All the following attachments **MUST** be included for both divisions and property transfers. Letter each attachment as shown:

A. Unless waived under Section 5(a)(4) of the South Branch Parcel Division Ordinance, a survey map of the land proposed to be divided or the land involved in the property transfer showing:

- 1) The dimensions of the lot, parcel, or tract of land to be divided, or the lots or parcels involved in a property transfer;
- 2) The dimensions of the lots, parcels, or tracts of land that will result from the division or property transfer;
- 3) The location of all current easements on the lot, parcel, or tract of land to be divided, or the lots or parcels involved in a property transfer;
- 4) The location of all proposed easements (both utility easements and ingress/egress easements) on the lots, parcels, or tracts of land that will result from the division or property transfer;
- 5) All buildings and structures on the lot, parcel, or tract of land to be divided, or the lots or parcels involved in a property transfer and the distances between these buildings and

structures and the original property lines of the lot, parcel or tract of land to be divided, or the lots or parcels involved in a property transfer; and

- 6) The distances between these buildings and structures and the property lines of the lots, parcels, or tracts of land that will result from the division or property transfer;
- B. A map showing the location of the lot, parcel, or tract of land to be divided, or the lots or parcels involved in a property transfer within the township.
- C. Legal descriptions, certified by a registered land surveyor licensed by the State of Michigan, of the lots, parcels, or tracts of land that will result from the division or property transfer.
- D. If the lot, parcel, or tract of land that will result from the division or property transfer will be a development site, then indication of approval or permit from either MDOT or the Crawford County Road Commission that each such resulting lot, parcel, or tract of land has or can have a driveway or easement that provides vehicular access to an existing road or street and meets all applicable MDOT or road commission location standards.
- E. A statement of the intended use of the property to be divided or to be transferred.
- F. A fee in the amount of \$\_\_\_\_\_.

**4. PROPOSED DIVISION(S):** In addition to the attachments required under paragraph 3 above, a proposed property division must also include or demonstrate the following:

- A. Number of proposed lot or parcels \_\_\_\_\_.
- B. The history of the prior divisions of the parent parcel from which the Applicant's parcel or tract of land came and proof that the Applicant holds the right to divide the parcel or tract of land proposed for division.
- C. That each proposed lot or parcel has a depth to width ratio of no more than 4 to 1.
- D. That each proposed lot or parcel has a width of \_\_\_\_\_, (not less than required by the South Branch Township Zoning Ordinance).
- E. That each proposed lot or parcel has an area of \_\_\_\_\_, (not less than required by the South Branch Township Zoning Ordinance).
- F. If a proposed lot or parcel has structures located upon it, that the new property boundaries are located to comply with all setback requirements of the South Branch Township Zoning Ordinance.
- G. That each proposed lot or parcel is provided access as follows: (check one)
  - a.  By an existing public road. Road name: \_\_\_\_\_
  - b.  By a new public road. Proposed road name: \_\_\_\_\_
  - c.  By a new private road. Proposed road name: \_\_\_\_\_
- H. Describe or attach a legal description of proposed new road, easement, or shared driveway.  
\_\_\_\_\_  
\_\_\_\_\_

**5. PROPOSED PROPERTY TRANSFER(S):** In addition to the attachments required under paragraph 3 above, a proposed property transfer must also include or demonstrate the following:

- A. Describe or attach a legal description of the property being transferred.  
\_\_\_\_\_  
\_\_\_\_\_
- B. Describe or attach a legal description of the property from which the property will be transferred. \_\_\_\_\_
- C. Describe or attach a legal description of the property to which the property will be transferred.  
\_\_\_\_\_  
\_\_\_\_\_
- D. The lots or parcels remaining after the property transfer will each have a width of \_\_\_\_\_, (not less than required by the South Branch Township Zoning Ordinance).

- E. The lots or parcels remaining after the property transfer will each have an area of \_\_\_\_\_, (not less than required by the South Branch Township Zoning Ordinance).
- F. If the lots or parcels remaining after a property transfer have structures located upon them, the new property boundaries must be located to comply with all setback requirements of the South Branch Township Zoning Ordinance.

- 6. **FUTURE DIVISIONS:** Indicate number of future divisions being conveyed from the parent parcel to another parcel. \_\_\_\_\_ See section 109(2) of the Land Division Act. Make sure your deed includes both statements as required on 109(3) and (4) of the Act. [Note: Future divisions do not apply to property transfers.]
- 7. **IMPROVEMENTS** – Describe any existing improvements (buildings, well, septic, driveways, etc.) which are on the parent parcel or indicate none.

- 8. **AFFIDAVIT** and permission for township, 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 conditions and regulations provided with this parent parcel division. Further, I agree and give permission for official of the township, county and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection. Further, I understand this is only a parcel division which conveys certain rights under the South Branch Township Parcel 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; MSA 26.430, et seq) and does not include any representation or conveyance of rights in any other statute, zoning ordinance, deed restrictions or other property rights.

Finally, even if this division is approved, I understand local ordinance and state acts change from time to time. Therefore, I hereby acknowledge that any approval of a division or property transfer shall expire and a new approval required after ninety (90) days from the date of the approval, unless I record in the Crawford County Register of Deeds Office an instrument of conveyance documenting the division of property transfer and file a copy of that recorded instrument with the township assessor.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***For office use only-***

**Reviewer's action:** \_\_\_\_\_ Application Completed Date: \_\_\_\_\_

Total Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Paid: \_\_\_\_\_

Action Date: \_\_\_\_\_ Action: Approved  Denied

Reason(s) for denial: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_ (see attached)

**Reviewer Signature:** \_\_\_\_\_