Parcel Number _ _ - _ _ - _ _ _ - _ _ _ - _ _
Date:
Name:

Parcel Division Review Work Sheet

Parcel Number _ _ - _ _ - _ _ _ - _ _ _ - _ _

name

address

city, state, zip

This form is designed to comply with §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), MCL 560.101 *et. seq.*)

Review Check List

Yes	No	Not Applicable	
1.			**Application complete:**
_____	_____	_____	A. All questions are answered: _____
_____	_____	_____	B. Property owner, applicant, agent information provided
_____	_____	_____	C. Proof that all due and payable taxes and special assessments have been paid.
			D. Map, drawn to scale, of the proposed division of the parcel showing
_____	_____	_____	(1) 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 rights-of-way, and
_____	_____	_____	(6) easements for public utilities from each parcel to existing public utility facilities, and
_____	_____	_____	(7) any existing improvements (buildings, wells, septic system, driveways, etc.)
_____	_____	_____	(8) any of the development site limitations checked in question number 6.
_____	_____	_____	E. Proposed legal description for a new road(s) or easement(s).
_____	_____	_____	F. Review materials from the County Road Commission, MDOT, or respective city/village street administrator, for each proposed new road, easement or shared driveway.
_____	_____	_____	G. If a new public or private road, a copy of approval by the County Address administration authority.
_____	_____	_____	H. Proposed legal descriptions for each new division.
_____	_____	_____	I. A copy of the proposed deed(s) which contains the following statement: "This property may be located within the vicinity of farm land 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."
_____	_____	_____	J. A copy of the proposed deed(s) which includes a statement which substantially reads: "The grantor grants to the grantee the right to make *[insert number]* division(s) under section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967" or the right to make further divisions stays with the parent parcel.
_____	_____	_____	K. A copy of the proposed deed(s) for any parcel that is 20, or more, acres in size and which is not accessible includes a statement which reads: "This parcel is not accessible as defined in the Land Division Act, 1967 PA 288, MCL 560.101 to 560.293."
_____	_____	_____	L. Affidavit/application is signed by property owner **and** applicant.
_____	_____	_____	M. A fee of $ _ _ . _ _ .
_____	_____	_____	N. If any of the above is checked "NO"; return incomplete application for missing material.
2.			**Parent Parcel & Number of Divisions Determination** (§108).
			A. Check adjacent parcels ownership for "same ownership" of the submitted parcel (§102(g&h)).
			B. Define the "Parent Parcel/Tract" (as of March 31, 1997) boundaries (§102(i)).
			C. Calculate/confirm acreage of fee ownership of "parent parcel" (§108(2 & 3)).
			D. Determine maximum number of allowed divisions:
			(1) Regular formula maximum number of divisions (§108(2)): _____
			(2) Bonus formula (e.g. "no new drive rule" (§108(3)(a)) **or** "60%-40% rule"(§108(3)(b))) maximum number of divisions (two more divisions than 2.D.1, above): _____
			(3) Division of an "exempt split" (§108(5)). Number of divisions: _____
			(4) Minus any divisions already made since March 31, 1997: _____
			(5) Minus any transfer of divisions withheld by previous owner (§109(2 & 3)): _____
			(6) Total number of divisions allowed. _____

Yes	No	Not Applicable	
3.			**Municipal Zoning and Ordinance:**
_____	_____	_____	A. Is municipal zoning applicable? Municipality and effective date: _____ Zoning district: _____
_____	_____	_____	B. Complies with minimum parcel size of: _____ §_____
_____	_____	_____	C. Complies with minimum parcel width of: _____ §_____
_____	_____	_____	D. Complies with minimum width-to-depth ratio (if less than 10 acres) of: _____ §_____
_____	_____	_____	E. Definition of "adequate access" is applicable: _____ §_____
_____	_____	_____	F. Definition of "width" is applicable: _____ §_____
_____	_____	_____	G. Complies with maximum road length requirements: _____ §_____
4.			**Municipal Land Division Ordinance Review:**
_____	_____	_____	A. Is municipal Land Division Ordinance applicable? Municipality and effective date: _____
_____	_____	_____	B. Complies with minimum parcel size of: _____ §_____
_____	_____	_____	C. Complies with minimum parcel width of: _____ §_____
_____	_____	_____	D. Complies with minimum width-to-depth ratio (if less than 10 acres) of: _____ §_____
_____	_____	_____	E. Definition of "adequate access" is applicable: _____ §_____
_____	_____	_____	F. Definition of "width" is applicable: _____ §_____
_____	_____	_____	G. Complies with maximum road length requirements: _____ §_____
_____	_____	_____	G. Complies with other applicable provisions of: _____ §_____
5.			**Ordinance Requirements for Dividing Lots in a Subdivision** _____ (name of plat).
_____	_____	_____	A. A local ordinance provides for division of existing lots in a subdivision Municipality and effective date: _____
_____	_____	_____	B. Proposed new lot complies with width dimension requirements. _____ §_____
_____	_____	_____	C. Proposed new lot complies with depth dimension requirements. _____ §_____
_____	_____	_____	D. Depth of a proposed new lot complies with width to depth. _____ §_____
_____	_____	_____	E. Proposed new lot (or lots creating a single new parcel) at a corner have extra width, for building setback and clear site distance at a corner. _____ §_____
_____	_____	_____	F. There is **no** record (deed restrictions, covenants, plat review minutes) or known factors that resulted in requiring the original lot to contain a greater than usual area in the initial creation of the subdivision. _____ §_____
6.			**State Statute Division Review:**
_____	_____	_____	A. Property owner, applicant, agent information provided (§109(1)). _____
_____	_____	_____	B. Proposed division(s) complies with §108 of the statute (see #2, above). _____
_____	_____	_____	C. Each proposed parcel, 10 acres or smaller, does not exceed a width of 1 to a depth of 4, (or a width-to-depth required by municipal ordinance) (§109(1)(b)). _____
_____	_____	_____	D. Easements are adequate for public utilities from each new division to existing public utility facilities (§109(1)(g)). _____
_____	_____	_____	E. Each proposed division has an area not less than required by local land division ordinance OR the municipal zoning ordinance (§109(1)(d)) [as checked in numbers 3, 4 and 5, above]. _____
_____	_____	_____	F. Each proposed division has a minimum width not less than required by local land division ordinance OR the municipal zoning ordinance (§109(1)(c)) [as checked in numbers 3, 4 and 5, above]. _____
_____	_____	_____	G. The County Road Commission, MDOT, or respective village/city street administrator, has approved each proposed new road, easement or shared driveway (§109(1)(e)). _____
_____	_____	_____	H. Proposed new road or easement for access is adequate (§109(1)(e)) **OR** a copy of the proposed deed(s) for any parcel that is 20, or more, acres in size and which is not accessible includes a statement which reads: "This parcel is not accessible as defined in the Land Division Act, 1967 PA 288, MCL 560.101 to 560.293." (§109b(2)). _____
_____	_____	_____	I. Proposed legal description(s) for each new division(s) is(are) adequate (§109(1)(a)). _____
_____	_____	_____	J. A copy of the proposed deed(s) contains the following statement: "This property may be located within the vicinity of farm land 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."(§109(4)). _____
_____	_____	_____	K. A copy of the proposed deed(s) which includes a statement which substantially reads: "The grantor grants to the grantee the right to make [insert number] division(s) under section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967" OR the right to make further divisions stays with the parent parcel. (§109(3))
_____	_____	_____	L. Future division rights have been transferred to (§109(3)):_____
7.			**Conclusion**
_____	_____	_____	A. Are any of the above marked "NO"? Letter of denial giving reason sent.
_____	_____	_____	B. Approved. Conditions: _____

Day: _____, Month _____ Date: _ _ , 19 _ _ ; Time: _ _ : _ _ am/pm

Initials: _____