

# Land/Lot Division Application

Fee: \$150.00 (per split)

City of Marquette  
300 W. Baraga Ave.  
Marquette, MI 49855

You **MUST** answer all questions and include all attachments, or this will be returned to you. Bring or mail to:

City of Marquette  
Assessing Office  
300 W. Baraga Ave.  
Marquette, MI 49855

**\*\*Forward all word documents pertaining to this application to [agerber@marquettemi.gov](mailto:agerber@marquettemi.gov)**

In the box below, fill in where you want this form sent, when the review is completed.

_____	Name
_____	Address
_____	City, State, Zip

This form is designed to comply with applicable local zoning, land division, lot splitting ordinances 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). MCL 560.101 et. seq.)

Number of splits allowed by Statute: \_\_\_\_\_ Parcel # \_\_\_\_\_  
Number of splits requested: \_\_\_\_\_ Name: \_\_\_\_\_  
Control Number \_\_\_\_\_ Date: \_\_\_\_\_

**1. LOCATION of parent parcel or platted subdivision lot to be split:**

Address: \_\_\_\_\_ Road Name: \_\_\_\_\_  
Parent parcel number: \_\_\_\_\_  
Legal description of Parent Parcel (attach extra sheets if needed): \_\_\_\_\_  
\_\_\_\_\_  
Township, City or Village Name: \_\_\_\_\_

**2. PROPERTY OWNER Information:**

Name: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Road Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

**3. APPLICANT Information (if not the property owner):**

Contact Person's Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Road Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

**4. PROPOSAL: Describe the division(s) being proposed:**

- A. Number of new Parcels \_\_\_\_\_
- B. Intended use (residential, commercial, etc.) \_\_\_\_\_
- C. The division of the parcel provides access to an existing public road by: (check one)
  - Each new division has frontage on an existing public road.
  - A new public road, proposed road name: \_\_\_\_\_  
(Road name cannot duplicate an existing road name.)
  - A new private road or easement, proposed road name: \_\_\_\_\_  
(Road name cannot duplicate an existing road name.)
  - A recorded easement (driveway). (Cannot service more than one potential site.)

4A. Write here, or attach, a legal description of the proposed new road, easement or shared driveway (attach extra sheets if needed): \_\_\_\_\_

4B. Write here, or attach, a legal description of each proposed new parcel (attach extra sheets if needed): \_\_\_\_\_

5A. FUTURE DIVISIONS that might be allowed but not included in this application? \_\_\_\_\_

5B. The number of future divisions being transferred from the parent parcel to another? \_\_\_\_\_

Identify the other parcel: \_\_\_\_\_  
(See section 109(2) of the Statute. Make sure your deed includes both statements as required in section 109(3) and 109(4) of the Statute.)

6. DEVELOPMENT SITE LIMITS. Check each that represents a condition which exists on the parent parcel. Any part of the parcel:

- is in a DNR-designated critical sand dune area.
- is riparian or littoral (it is a river or lake front parcel).
- is affected by a Lake Michigan High Risk Erosion setback.
- includes a wetland.
- includes a beach.
- is within a flood plain.
- includes slopes more than twenty-five percent (a 1:4 pitch or 14° angle) or steeper.
- is on muck soils or soils known to have severe limitations for on-site sewage systems.
- is known or suspected to have an abandoned well, underground storage tank or contaminated soils.

7. ATTACHMENTS (all attachments must be included). Letter each attachment as shown here.

- A. 1. A survey, sealed by a professional surveyor at a scale of no greater than 200:1, of proposed division(s) of parent parcel or subdivision lot;

The survey must show:

- (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 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 systems, driveways, etc.)
  - (8) any of the features checked in question number 6.
- B. A soil evaluation or septic system permit for each proposed parcel prepared by the Health Department, or each proposed parcel is serviced by a public sewer system.
  - C. An evaluation/indication of approval will occur, or a well permit for potable water for each proposed parcel prepared by the Health Department, or each proposed parcel is serviced by a public water system.
  - D. Indication of approval, or permit from County Road Commission, MDOT, or respective city/village street administrator, for each proposed new road, easement or shared driveway.
  - E. A copy of any transferred division rights (§109(4) of the Act) in the parent parcel.
  - F. A fee of \$106.00
  - G. Other (please list) \_\_\_\_\_

8. IMPROVEMENTS: Describe any existing improvements (buildings, well, septic, etc.) which are on the parent parcel, or indicate none (attach extra sheets if needed): \_\_\_\_\_

9. AFFIDAVIT and permission for municipal, 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 the conditions and regulations provided with this parent parcel division. Further, I agree to give permission for officials of the municipality, county and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify that the information on the application is correct at a time mutually agreed with the applicant. Finally, I understand this is only a parcel division which conveys only certain rights under the applicable local land division ordinance, the local zoning 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), MCL 560.101 et. seq.), and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

Finally, even if this division is approved, I understand zoning, local ordinances 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, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

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

DO NOT WRITE BELOW THIS LINE:

Reviewer's action:

TOTALS \_\_\_\_\_ Receipt# \_\_\_\_\_

Approved: Conditions, if any: \_\_\_\_\_  
 Denied: Reasons (cite§): \_\_\_\_\_

Assessor signature and date: \_\_\_\_\_

Zoning signature and date: \_\_\_\_\_