

# Land Division Review Worksheet

## Interior Township

P.O. Box 8, Trout Creek, MI 49967  
906 - 852 - 3400

Parcel Number \_\_\_\_\_

This form is designed to comply with local zoning, land division ordinances and s 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

Name:
Address:
City, State, Zip

### Review Check List

Yes	No	N / A	
_____	_____	_____	<b>1. Is Application Complete?</b>
_____	_____	_____	<b>a.</b> All Questions answered _____
_____	_____	_____	<b>b.</b> Property owner, applicant, agent information provided.
_____	_____	_____	<b>c.</b> Proof that all due and payable taxes and special assessments paid.
_____	_____	_____	<b>d.</b> Map, drawn to scale, of proposed division of the parcel showing
_____	_____	_____	<b>1-</b> Current Boundaries (as of March 31, 1997), and
_____	_____	_____	<b>2-</b> all previous divisions made after March 31, 1997 (indicate when made or "none")
_____	_____	_____	<b>3-</b> the proposed division(s)
_____	_____	_____	<b>4-</b> dimensions of the proposed division(s)
_____	_____	_____	<b>5-</b> existing and proposed road / easement rights-of-way
_____	_____	_____	<b>6-</b> easements for public utilities from each parcel to existing public utility facilities
_____	_____	_____	<b>7-</b> any existing improvements - buildings, wells, septic, driveways
_____	_____	_____	<b>8-</b> any of the development site limitations checked in question 6.
_____	_____	_____	<b>e.</b> Proposed legal description for a new road(s) or easement(s).
_____	_____	_____	<b>f.</b> Review materials from County Road Commission, MDOT, or city/village street administrator for each proposed new road, easement or shared driveway.
_____	_____	_____	<b>g.</b> Proposed legal descriptions for each new division.
_____	_____	_____	<b>h.</b> Review materials for septic system for each proposed division prepared by the Health Department.
_____	_____	_____	<b>i.</b> Review materials for water system for each proposed division prepared by the Health Department.
_____	_____	_____	<b>j.</b> Review materials from _____ (eg. 911 or address administration for a new public/private road or easement or lot split in subdivision.
_____	_____	_____	<b>k.</b> A copy of any transferred division rights in the parent parcel. (s109(4))
_____	_____	_____	<b>l.</b> Affidavit / application is signed by property owner and applicant.
_____	_____	_____	<b>m.</b> Fee _____ Paid.
_____	_____	_____	<b>n.</b> If any of the above are checked "NO" - return application for completion.

## Interior Township Land Division Worksheet - Continued

Yes	No	N / A	
_____	_____	_____	<b>2. Parent Parcel &amp; Number of Division(s) Determination (s 108)</b>
_____	_____	_____	a. Check adjacent parcel owners for "same ownership" (s102 g&h)
_____	_____	_____	b. Define parent parcel / tract (as of 3-31-1997) boundaries (s102 l )
_____	_____	_____	c. Confirm acreage of fee ownership of Parent Parcel (s108 2&3)
_____	_____	_____	d. Determine maximum number of allowed divisions:
			1 Regular formula number of divisions(s108-2) _____
			2 Bonus formula (s 108-3-a-b) (no new drive or 60%-40% rule) maximum number of divisions (2 more than reg formula) _____
			3 Division of an "exempt split" (s108-5) No. of divisions _____
			4 Minus any transfer of divisions withheld by previous owner (s109 2&3) _____
_____	_____	_____	<b>3. Municipal Zoning and Ordinance</b>
_____	_____	_____	A. Zoning district for proposed divisions _____
_____	_____	_____	Zoning Ordinance and effective date _____
_____	_____	_____	No Municipal Zoning Applicable _____
_____	_____	_____	B. Complies with minimum parcel size of _____
_____	_____	_____	c. Complies with minimum road frontage of _____
_____	_____	_____	d. Complies with minimum width at setback of _____
_____	_____	_____	e. Complies with minimum water frontage of _____
_____	_____	_____	f. Complies with width to depth of _____
_____	_____	_____	g. Complies with maximum road length requirements: _____
_____	_____	_____	h. Complies with maximum number of parcels on a single road of _____
_____	_____	_____	i. Complies with minimum road width requirements of _____
_____	_____	_____	j. Complies with clear view at intersection requirement of _____
_____	_____	_____	k. Complies with other applicable provisions of _____
_____	_____	_____	l. Complies with other Municipal Ordinances that may be applicable: _____
_____	_____	_____	<b>4. Land Division Review:</b>
_____	_____	_____	A. Proposed division(s) have approval from address administration for road or easement named: _____ Approving agency _____
_____	_____	_____	B. Proposed division(s) have approval from applicable public agency for access to a public road from a new road or easement. Approving agency _____
_____	_____	_____	C. Adequate easements for electricity, phone, gas, water, sewer, drainage, CaTV.
_____	_____	_____	D. Proposed new parcel is _____ square feet.
_____	_____	_____	E. Proposed new parcel complies with Zoning minimum parcel size. (s8.4-1)
_____	_____	_____	<b>5. Requirements for Dividing Lots in a Subdivision:</b>
_____	_____	_____	A. Name of Plat: _____
_____	_____	_____	B. Approving Public Agency _____

## Interior Township Land Division Worksheet - Continued

Yes	No	N / A	
_____	_____	_____	<b>6. State Statute Division Review:</b>
_____	_____	_____	A. Property owner, applicant, agent information properly provided (s109-1)
_____	_____	_____	B. Proposed division(s) complies with s108 of the statute (see section 2 above)
_____	_____	_____	C. Legal description is adequate for each proposed parcel
_____	_____	_____	D. Each proposed parcel complies with width to depth requirements of Local Zoning Ordinance (s109-1-b)
_____	_____	_____	E. Easements for public utilities are adequate from each new parcel to existing public utilities (s109-1-g-iii)
_____	_____	_____	F. Each proposed division has minimum area required by Local Zoning Ordinance. _____square feet (as checked in #3,4,5 above) (s109-1-c)
_____	_____	_____	G. Each proposed division has minimum width required by Local Zoning Ordinance. _____ feet (as checked in #3,4,5 above) (s109-1-d)
_____	_____	_____	H. County Road Commission, MDOT has approved each proposed new road easement or shared driveway. (s109-1-e)
_____	_____	_____	I. Proposed new road or easement for access is adequate (s109-1-e)
_____	_____	_____	J. Proposed legal description(s) for each new division are adequate (s109-1-a)
_____	_____	_____	K. Sewage disposal for each division approved by Health Department (s109-1-g-ii)
_____	_____	_____	L. Water system for each division approved by Health Department (s109-1-g-l)
_____	_____	_____	M. Future division rights have been transferred to:

\_\_\_\_\_

### 7. Conclusion:

_____	_____	_____	A. Are any of the above marked "NO" ? Letter of Denial stating reason for denial sent.
_____	_____	_____	B. Approved Approval Conditions: _____
			_____
			_____

Day \_\_\_\_\_, Month \_\_\_\_\_, Date \_\_\_\_\_, Time \_\_\_\_\_

Review Committee Members Initials: \_\_\_\_\_

Notes: