



**APPLICATION FOR LAND DIVISION**  
**City of Swartz Creek**  
**8083 Civic Drive**  
**Swartz Creek, MI 48473**  
**810-635-4464**

Date: \_\_\_\_\_ File No: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ *\*\*Fee of \$150.00/\$5 per lot*

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\* \* \*

Property Owner Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Parcel(s) of Land to be Split:**

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

Parcel ID No.: \_\_\_\_\_ Zoning: \_\_\_\_\_

Minimum lot width required: \_\_\_\_\_ Minimum land area required: \_\_\_\_\_

\* \* \*

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

Parcel ID No.: \_\_\_\_\_ Zoning: \_\_\_\_\_

Minimum lot width required: \_\_\_\_\_ Minimum land area required: \_\_\_\_\_

\* \* \*

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

Parcel ID No.: \_\_\_\_\_ Zoning: \_\_\_\_\_

Minimum lot width required: \_\_\_\_\_ Minimum land area required: \_\_\_\_\_

\* \* \*

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

Parcel ID No.: \_\_\_\_\_ Zoning: \_\_\_\_\_

Minimum lot width required: \_\_\_\_\_ Minimum land area required: \_\_\_\_\_

*Attached information for additional parcels.*

**Please see Page 4 for Submittal Requirements-Requirements MUST be met before application will be accepted.**

**Affidavit and permission for City Officials to enter the property for inspections:**

I/We hereby agree the statements made above are true and if found not to be true this application and any approval will be void. I/We further agree to comply with the conditions and regulations provided with this parent parcel division and give permission for City Officials to enter the property where this parcel division is proposed for the purpose of inspection to verify that the information on the application is correct. I/We also understand this is only a parcel division which conveys only certain rights under the applicable local zoning ordinance, and the State Land Division Act, Public Act 591 of 1996, as amended, 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/We 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 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.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

## For Building Department Only

Split(s) will have access/frontage to a recognized roadway: YES NO

Split(s) will conform to the minimum lot area, width,  
and setback requirements of the applicable zone: YES NO

Split(s) will have access to pertinent utilities and  
Other essential services: YES NO

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## For Assessing Department Only

Splits conform to the land division act requirements: YES NO

Taxes are paid through the current date: YES NO

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Assessor: \_\_\_\_\_ Date: \_\_\_\_\_

## **LAND DIVISION/COMBINATIONS SUBMITTAL REQUIREMENTS**

Three (3) copies of a sketch plan shall be submitted to the Building Department along with a non-refundable fee of \$150.00 and \$5 per lot. The submittal shall include all of the following:

1. Name and signatures of all owners of any legal or equitable interest in the property(ies).
2. Legal descriptions of each parcel into which the property is to be divided, prepared by a Professional Surveyor (May be waived by the Assessor at her/his discretion – based upon needs).
3. A copy of the most recent tax bill pertaining to the land.
4. A statement indicating any restrictions, covenants and easements that apply to or run with the land, having bearing upon the proposed division.
5. A survey and plan of the property to be divided, accurately drawn at a scale of not smaller than one inch equals one hundred feet (1"=100') prepared by a Professional Surveyor licensed to practice in the State of Michigan and showing at least:
  - a. All existing buildings and structures on the site, and buildings and structures located on abutting property within fifty (50) feet of the lot to be divided.
  - b. Boundaries of any water body, floodplain, wetland, drainage-way and woodlot.
  - c. Boundaries of all proposed divisions, with complete dimensions and area of each proposed resultant parcel.
  - d. Proposed locations and dimensions of any easements.
  - e. Illustration and dimension for proposed limits within which the principal structure shall be confined on each parcel (i.e., the building envelope consistent with setback regulations).