

**RAISINVILLE TOWNSHIP  
LAND DIVISION/COMBINATION APPLICATION  
INSTRUCTIONS**

All applications for land division in the Township of Raisinville must be in compliance with the Township Land Division Ordinance and any and all other applicable Zoning Ordinances, and with the Land Division Act, P.A. 288 of 1967 as amended by P.A. 591 of 1996 and P.A. of 1997.

**The Township Assessing Department or any other department within the Township cannot make any determination on a Land Division/Combination without FULL APPLICATION BEING MADE TO THE TOWNSHIP. You may wish to consult with an attorney, planner, engineer, surveyor, or other professional to ascertain compliance with the above-mentioned Public Acts and Township Zoning Ordinances. We are not any of the above-mentioned professionals and cannot plan your land division for you.**

Attached is the Raisinville Township Land Division/Combination application. The entire application must be filled out and all owners' signatures on page 4. The application, as submitted, shall comply with items 7, A through F, on pages 2 and 3 of the application.

The completed application with all the required attachments shall be submitted to the Township Assessing Department accompanied by the required processing fee and any escrow fees that may apply. Upon completion of the review by the Township Assessing Department and/or any other Township Consultant (Attorney, Engineer, Planner, etc.), the Township Assessing Department will inform the applicant of the final approval or denial. **The Township will approve or deny all applications within forty-five (45) days from receipt of a completed application.**

If the application is approved, the Township Assessing Department will process the Division on the **next year's assessment roll**. The applicant will be supplied with parcel numbers upon request. The descriptions and parcel numbers will be in effect for the following tax year (if division request is in calendar year 2016, the new parcels will not be on the assessment or tax roll until the 2017 assessment and tax year).

If the application is denied, the applicant will receive a letter stating that the application has been denied and it will list the reason(s) for denial. Any person aggrieved by the decision, within 30 days of said decision, may appeal the decision to the governing body of the Township of such other body designated by the governing body which shall consider and resolve such appeal by a majority vote of said board at its next regular meeting or session affording sufficient time for a 20 day written notice to the applicant of the time and date of said meeting and appellate hearing.

The Township and its officers, employees, and designee's shall not be liable for approving a land division if building permits for construction on the parcels are subsequently denied because of inadequate water supply, sewage disposal facilities or otherwise.

**CHECKLIST FOR APPLICANT FOR LAND  
DIVISION/COMBINATION OF PARCEL OR TRACT OF  
LAND IN RAISINVILLE TOWNSHIP**

- A completed application.
- Proof of Fee Ownership of the land proposed to be divided.
- Complete signed and stamped survey with legal descriptions for all proposed and remaining parcels.
- History of any previous divisions, if any.
- Information on transfer of division rights, if any.
- Proof that all standards of the Land Division Act and all Township Ordinances have been met.
- Proof of all due and payable taxes or installments of special assessments pertaining to land proposed to be divided are paid in full.
- All property owners' signatures.
- Attachment of variance granted by Zoning Board of Appeals or Township Board, if applicable.
- For a parcel of one (1) or less, a soil evaluation or septic system permit for each proposed parcel prepared by the Monroe County Health Department, if applicable.
- For a parcel of one (1) acre or less, an evaluation/indication of approval or a well permit for potable water for each proposed parcel prepared by the Monroe County Health Department, if applicable.
- Verification of any Mortgages or Liens on properties involved.
- A certificate from the Monroe County Treasurer's office indicating taxes being current and previous 5 years taxes paid.

RAISINVILLE TOWNSHIP  
LAND DIVISION APPLICATION

Do not write  
on left of  
line.

You **MUST** answer all questions and include all attachments, or this will be returned to you as an incomplete application. If a question is not applicable, please so indicate by inserting N/A. Bring or mail to: Raisinville Township Hall, 96 Ida-Maybee Road, Monroe, MI 48161.

For use by  
Raisinville  
Twp. Only

**APPROVAL OF A DIVISION IS NOT A DETERMINATION THAT THE RESULTING PARCELS COMPLY WITH OTHER ORDINANCES OR REGULATIONS. ONE OR MORE OF THE RESULTING PARCELS MAY NEVER BE BUILDABLE/USEABLE UNLESS ADDITIONAL ZONING OR ORDINANCE APPROVALS ARE OBTAINED. APPLICANT/FUTURE OWNERS PROCEED AT THEIR OWN RISK.**

Approval of a division of land is required before it is sold, when the new parcel is less than 40 acres and not just a property line adjustment (§102(e&f)). On the lines below, fill in address where you would like this form sent when the review is completed.

\_\_\_\_\_ name

\_\_\_\_\_ address

\_\_\_\_\_ city, state, zip

This form is designed to comply with applicable Township Zoning, Land Division Ordinance 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))

1. LOCATION of parent parcel to be split:

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

Parent parcel number: \_\_\_\_\_

Legal description of Parent Parcel (Attach as Exhibit 1).

2. PROPERTY OWNER

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

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

3. APPLICANT:

Contact Person's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

\_\_\_\_\_  
Signature of applicant if other than owner

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

A. Number of parcels to be reviewed: \_\_\_\_\_

B. Intended use of each new parcel (residential, commercial, etc.) \_\_\_\_\_

C. Current zoning classification: \_\_\_\_\_

i. Required width: \_\_\_\_\_

ii. Required area: \_\_\_\_\_

D. The resulting parcels will be accessible as follows: (check one)

Each new division has an area where a driveway provides vehicular access to an existing public road.

Each new division has an area where a driveway can provide vehicular access to an existing public road.

An existing easement, that provides vehicular access to an existing road.

A proposed easement that will provide vehicular access to an existing road.

(Please Note: Zoning Ordinance has separate road frontage requirements for developments which differ from Land Division Ordinance requirements and may result in unbuildable parcel despite compliance with Land Division Ordinance.)

Describe or attach legal description of each existing or proposed road or easement.

5A. FUTURE DIVISIONS that might be allowed but are not included in this application? Please check one: unknown \_\_\_\_\_ # \_\_\_\_\_ none remaining \_\_\_\_\_

5B. RIGHT TO MAKE FUTURE DIVISIONS The number of future divisions being transferred from the parent parcel to another parcel? \_\_\_\_\_

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. A part of the parcel:

includes a wetland.

is within a flood plain.

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 of proposed division(s) of parent parcel, sealed by a professional surveyor and at a scale in compliance with the requirements of Act 132 of 1970,

**OR**

2. In lieu of such survey map, at the applicant's option, the applicant may waive 45 day statutory requirement for a decision on applications

until such survey map and legal description are filed with the Township Building Department's office and submit tentative preliminary parcel map/drawing drawn to scale of 200 feet to one inch, of proposed division(s) of parent parcel.

\_\_\_\_\_  
Signature

The survey or map with the legal descriptions must show:

- (1) current boundaries (as of 3/31/97), and
  - (2) all previous divisions made after 3/31/97 (indicate when made or none), and
  - (3) the proposed division(s), and
  - (4) dimensions of the proposed divisions, and
  - (5) existing and/or proposed roads/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.) on present and newly created parcels
  - (8) any of the features checked in question #6 above if applicable
  - (9) 4 to 1 depth to width ratio. Parcels to be created which are 10 acres or larger and parcels which are qualified exclusions or which have secured a variance under 7E of the Land Division Ordinance are not required to meet 4 to 1 requirement.)
- A. If proposed parcel(s) is less than one (1) acre, a soil evaluation or septic system permit for each proposed parcel prepared by the Health Department, unless each proposed parcel is serviced by a public sewer system.
- B. If proposed parcel(s) is less than one (1) acre, an evaluation/indication that approval will occur, or a well permit for potable water for each proposed parcel prepared by the Health Department unless each proposed parcel is serviced by a public water system.
- C. Indication of approval, or permit from Monroe County Road Commission, MDOT, or Township Planning Commission, that each proposed new road or easement right-of-way, provides vehicular access to an existing road or street and meets applicable location standards.
- D. A fee of \$25.00 per number of parcels to be reviewed by Township as set forth in question 4A.  
\$ \_\_\_\_\_
- E. Deed showing ownership

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 the conditions and regulations provided with this parent parcel division. Further, I agree to give permission for officials of the Township, 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 Township Land Division Ordinance, the Township 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.

Further, 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. I further understand that with regard to approval of a division resulting in parcels of one acre or less the Township has no liability if building permits are not or cannot be issued as to such parcels. Further, I understand that approval of this application is as to land division only. One or more of the resulting parcels may never be buildable/useable unless additional zoning or ordinance approvals are obtained.

Finally, all due and payable taxes or installments of special assessments pertaining to the land proposed to be divided are paid in full.

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

Date: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

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Raisinville Township  
Assessing Department

Total \$ \_\_\_\_\_

Date application received in office: \_\_\_\_\_

Date incomplete application returned to applicant: \_\_\_\_\_

Date application complete: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

**Raisinville Township Assessing Official Action**

Tentative approval pending survey verification of sketch submitted for review.

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Approved: Conditions if Any: \_\_\_\_\_

Denied: Reasons (cite): \_\_\_\_\_

Signature and Date: \_\_\_\_\_

**Raisinville Township Supervisor action**

Tentative approval pending survey verification of sketch submitted for review.

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Approved: Conditions if Any: \_\_\_\_\_

Denied: Reasons (cite): \_\_\_\_\_

Signature and Date: \_\_\_\_\_

**A DECISION APPROVING A LAND DIVISION SHALL BE CONSIDERED REVOKED UNLESS A DOCUMENT ACCOMPLISHING THE APPROVED LAND DIVISION OR TRANSFER IS RECORDED WITH THE MONROE COUNTY REGISTER OF DEEDS OFFICE AND FILED WITH THE TOWNSHIP WITHIN 90 DAYS OF APPROVAL.**

**DO NOT WRITE BELOW THIS LINE**

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**Raisinville Township  
Assessing Department**

Total \$ \_\_\_\_\_

Date application received in office: \_\_\_\_\_

Date incomplete application returned to applicant: \_\_\_\_\_

Date application complete: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

**Raisinville Township Assessing Official Action**

Tentative approval pending survey verification of sketch submitted for review.

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Approved: Conditions if Any: \_\_\_\_\_

Denied: Reasons (cite): \_\_\_\_\_

Signature and Date: \_\_\_\_\_

**Raisinville Township Supervisor action**

Tentative approval pending survey verification of sketch submitted for review.

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Approved: Conditions if Any: \_\_\_\_\_

Denied: Reasons (cite): \_\_\_\_\_

Signature and Date: \_\_\_\_\_

**A DECISION APPROVING A LAND DIVISION SHALL BE CONSIDERED  
REVOKED UNLESS A DOCUMENT ACCOMPLISHING THE APPROVED  
LAND DIVISION OR TRANSFER IS RECORDED WITH THE MONROE  
COUNTY REGISTER OF DEEDS OFFICE AND FILED WITH THE TOWNSHIP  
WITHIN 90 DAYS OF APPROVAL.**



## **CHECKLIST FOR RAISINVILLE TOWNSHIP ASSESSING DEPARTMENT**

- Date application received in office \_\_\_\_\_
- Incomplete application returned to Applicant \_\_\_\_\_
- Completed application received in office \_\_\_\_\_
- Required fee's received in office \_\_\_\_\_
- Assessor determination of splits available \_\_\_\_\_
- Application packet forwarded to other Township Consultant for review,  
if applicable \_\_\_\_\_
- Final Approval or Denial sent to applicant \_\_\_\_\_