



Thomas Township Land Division Application

A fee of \$50.00

Approval of a division of land is required before it is sold, when a new parcel is less than 40 acres and not just a property line adjustment (Sec 102 e and f).

This form is designed to comply with Sec. 108 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, MCI 560 et.seq.) **(Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.)**

Location of parent to be split

Address: _____

Parent Parcel Identification Number: _____

Parent Parcel Legal Description (Describe or Attach): _____

Property owner information

Name: _____

Address: _____

Phone Number (Home): _____ (Work): _____ (Cell): _____

Proposed division(s) to include the following:

Number of new parcels: _____

Intended use (residential, commercial, etc): _____

Each proposed parcel if 10 acres or less, has a depth to width ratio of 4:1: _____

Each parcel has a width of (Not less than required by ordinance): _____

Each parcel has an area of (Not less than required by ordinance): _____

Each new division has frontage on an existing public road. Road Name: _____

Describe or attach a legal description of proposed new road, easement or shared driveway: _____

Describe or attach a legal description for each proposed new parcel: _____

Future divisions being transferred from the parent parcel to another parcel

Indicated number transferred: _____

(See section 109 (2) of the Statute. Make sure your deed includes both statements as required in 109(3&4) of the Statute).

Development site limits

Check each which represents a condition which exists on the parent parcel

Waterfront property (river, lake, pond): _____

Is within a flood plan: _____

Includes wetlands: _____

Includes a beach: _____

Is on muck soils or soils known to have limitations for on site sewage system: _____

Attachments

All of the following attachments **MUST** be included. Letter each attachment as shown:

- A. A scale drawing that complies with the requirements of P.A. 132 of 1970 as amended for the proposed divisions of the parcel showing:
 - 1. Current boundaries (as of March 31, 1997)
 - 2. All previous divisions made after March 31, 1997 (indicate when made or none)
 - 3. The proposed divisions
 - 4. Dimensions of the proposed divisions
 - 5. Existing and proposed road/easement right-of-way(s)
 - 6. Easements for public utilities from each parcel that is a development site to existing public utility facilities
 - 7. Any existing improvements (building, wells, septic, driveways, etc.)
 - 8. Any of the features checked in question number 5
- B. Indication of approval, or permit from Saginaw County Road Commission or MDOT, that a proposed easement provides vehicular access to an existing road or street meets applicable location standards.
- C. A copy of any reserved division rights (Sec. 109 (4) of the act) in the parent parcel.
- D. A fee of \$50.00

Improvements

Describe any existing improvements (building, well, septic, etc., which are on the parent parcel or indicate none.): _____

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 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 when this parcel division is proposed for the purpose of inspections. Finally, I understand this is only a parcel division which conveys only certain right under the applicable local and land division ordinance and the State Land Division Act (formerly the subdivision control act P.A. 288 of 1967, as amended (particularly by P.A. 591 and P.A. 87 of 1997). MCL 560.101 etc.seq). And does not include any representation or conveyance of right in any other stature, build code, zoning ordinance, deed restrictions or other property rights.

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

Signature: _____ Date: _____

Provide the legal description of the property affected

Tax Identification Number: _____

Current Zoning: _____

Current owner of property if different than applicant

Name: _____

Address: _____

Phone Number (Home): _____ (Work): _____ (Cell): _____

Email Address: _____

Signature: _____ Date: _____

This application must be filled out completely and include all attachments. Return or mail to Thomas Township at the address below.

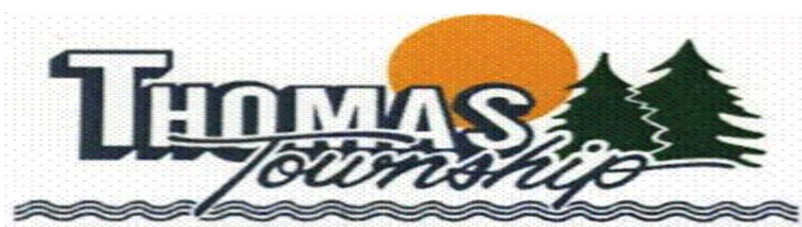
Office Use Only:

Signature: _____ Application Completed Date: _____ Approval Date: _____

Total Fee: \$ _____ Check#: _____

Denial Date: _____ Reasons for Denial: _____ (See attached)

249 North Miller Road, Saginaw, Michigan 48609 (989) 781-0150



LAND DIVISION REQUIREMENTS FOR THOMAS TOWNSHIP

REVISED 4/4/2018



LAND DIVISION REQUIREMENTS



On April 1, 1997 a new Land Division law went into effect in the State of Michigan. All land divisions must now be applied for and approved by the Thomas Township Assessor. Assessing Office hours are Monday, Tuesday, and Friday from 8 AM to 5PM. No building permits will be issued on any parcel of land that was not approved by the Township Assessor. Applications are available in the Township Office during normal business hours.

The following information will give you a better understanding of the documents you will need to present to the Assessor. After the application fee is paid, the Assessor has 45 days to reach a decision.

WHAT ZONING DISTRICT ARE YOU IN?

Thomas Township maintains various Zoning Districts which regulate the minimum lot sizes and minimum road frontages in all areas of our township. This is an important part of the Land Division requirements, as it regulates the minimum size of all new parcels. All you need to do is come in to the Township Office and look at our zoning maps to determine what zone you are in.

Listed below are some of the more common minimum lot sizes, and road frontages. If you don't know the zone you are in, feel free to give us a call, or stop in to get the minimum lot sizes in your area.

Keep in mind that Thomas Township requires all new roads to be paved meeting the standard found in the Saginaw County Road Commission regulations.

Zoning Districts

A-1 or A-2 must have 150 feet of road frontage and be at least one acre in size.

R-1 must have 100 feet of road frontage and be at least 14,000 (per 95-OZ-1) square feet in size.

R-2 must have 80 feet of road frontage and be at least 10,000 square feet.



OTHER DOCUMENTS YOU WILL NEED TO SUPPLY:

A Land Division Application signed by the property owner and the application fee of \$50.00. Applications are available at the Township Office.

Survey and legal descriptions for all new parcels created, along with a legal description of all remaining land.

Survey must also show where any and all structures are on all parcels.

A driveway approval, or letter from the Saginaw County Road Commission, or MDOT (MDOT if your property is on M-46 or M-52) indicating their approval of driveway access.

Tax Certification Letter from the County Treasurer confirming no back taxes are owed

(The depth of any parcel that is created must not exceed four times the width of the parcel, unless the created parcels are over 10 acres.)

Helpful Addresses And Telephone Numbers

Saginaw County Road Commission -

3020 Sheridan, Saginaw MI 48601. Telephone 989-752-6140, call in advance so the office staff can have a foreman look at your site, before you pick-up your letter or permit. Driveway approval letter fee is \$75.00 for one split and each additional split is \$25.00.

Michigan Dept. of Transportation -

55 East Morley Drive, Saginaw MI 48601. Telephone 754-7443. Call Dwight Hankins in advance, so he can have a foreman look at the sight.

Saginaw County Health Department -

1600 North Michigan, Saginaw MI 48602. Telephone 758-3830.

COUNTY OF SAGINAW

TIMOTHY M. NOVAK

TREASURER

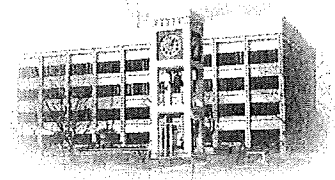
Governmental Center

111 S. Michigan Avenue

Saginaw, Michigan 48602

Phone: 989-790-5225 • Fax: 989-790-5229

Website: SaginawCounty.com/Treasurer



Land Division Tax Payment Certification Form

Certification Fee is \$5.00

Name: _____

Phone: _____

Owner Address: _____

Owner City, State, Zip: _____

Property Address: _____

Property City, State, Zip: _____

Parcel ID: _____

Attach a description of the parcel to be divided

This section to be completed by County Treasurer's Office

☐ **Certification Denied**

The Saginaw County Treasurer's Office has found delinquent taxes on the parcel listed above and cannot issue a certification for land division.

Delinquent Tax Balance: _____
(Additional Fees & Interest accrue on the 1st of each month)

Rejection Date: _____

☐ **Certification Approved**

Pursuant to PA 23 of 2019 the Saginaw County Treasurer's Office certifies that there are no delinquent taxes or special assessments due on the parcel or tracts subject to the proposed division for the five years preceding the date of the application.

Certified By: _____

Date Certified: _____

NOTICE TO ASSESSOR OF TRANSFER OF THE RIGHT TO MAKE A DIVISION OF LAND

Issued under authority of Land Division Act (P.A. 288 of 1967 as amended by P.A. 87 of 1997) . Filing is mandatory.

This form must be filed by an owner of a parent parcel or parent tract of land when the owner creates a parcel from the parent parcel or parent tract and transfers the right to make a further division to the owner of the created parcel. This form must be filed within 45 days of the transfer of the right to make a division. This form must be filed with the assessor of the city or township where the property is located.

1. Street Address of Parent Parcel or Parent Tract		2. County	4. Date of Transfer of Right to Make a Division
3. City/Township/Village Where Real Estate is Located		<input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village	
5. Property Identification Number (PIN) of Parent Parcel or Parent Tract. If you don't have a PIN, attach legal description.			
6. Name of Owner of Parent Parcel or Parent Tract		Address of Owner of Parent Parcel or Parent Tract	
7. Property Identification Number (PIN) of Created Parcel if PIN has already been assigned.			
8. Name of Owner of Created Parcel		Address of Owner of Created Parcel	

PIN, this number ranges from 10 to 25 digits. It usually includes hyphens and sometimes includes letters. It is on the property tax bill and on the assessment notice.

THE FOLLOWING QUESTIONS MUST BE ANSWERED.

1. Did the parent parcel or parent tract have any unallocated divisions under the Land Division Act, P.A. 288 of 1967, MCL 560.101 to 560.293? Check appropriate box below:

☐ YES

☐ NO

If the YES box was checked, go to question 2. If the NO box was checked, go to question 3.

2. How many unallocated divisions did the parent parcel or parent tract have prior to this transfer?

Enter number here _____.

3. Were there any unallocated divisions transferred to the newly created parcel?

☐ YES

☐ NO

If the YES box was checked, go to question 4. If the NO box was checked, go to the signature area of the form.

4. How many unallocated divisions were transferred to the newly created parcel? Enter number here _____.

CERTIFICATION

I certify that the information above is true and complete to the best of my knowledge.

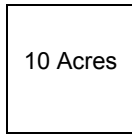
Signature of Owner of Parent Parcel or Parent Tract	Date	If Signer is other than the owner, print name and title
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INSTRUCTIONS

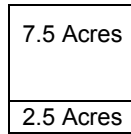
This form must be filed by an owner of a parent parcel or parent tract of land when the owner creates a parcel from the parent parcel or parent tract and transfers the right to make a further division(s) to the owner of the created parcel.

Example: The owner of a parent parcel 10 acres in size is selling off a created parcel 2 1/2 acres in size. In this example the 10 acre parent parcel qualifies under the Land Division Act to make four (4) divisions before platting is required. Therefore, two (2) more divisions may be made before platting is required.

Parent Parcel
Before Sale



After Sale



The owner of the parent parcel who sold the 2 1/2 acre parcel can keep the authority to make two (2) additional divisions or may convey the authority to make one or both of the additional divisions to the owner of the created parcel.

If the owner of the parent parcel conveys the authority to make one or both additional divisions to the owner of the 2 1/2 acre created parcel, this form (L-4260a) must be filed with the local assessor within 45 days of that action.

This form must also be filed when the owner of a parent parcel or parent tract conveys the parent parcel or parent tract, and also transfers the right to make further divisions to the new owner of the parent parcel or parent tract.

For more information about the Land Division Act, you may contact the Subdivision Control Section of the Department of Consumer and Industry Services at (517) 334-7750.

Excerpt from P.A. 87 of 1997

Sec. 109(2) The right to make divisions exempt from the platting requirements of the act under section 108 and this section can be transferred, but only from a parent parcel or parent tract to a parcel created from that parent parcel or parent tract. A proprietor transferring the right to make a division pursuant to this subsection shall within 45 days give written notice of the transfer to the assessor of the city or township where the property is located on the form prescribed by the state tax commission under section 27a of the general property tax act, P.A. 206 of 1893, MCL, 211.27a. The state tax commission shall revise the form to include substantially the following questions in the mandatory information portion of the form:

(a) "Did the parent parcel or parent tract have any unallocated divisions under the land division act, P.A. 288 of 1967, MCL 560.101 to 560.293? If so, how many?"

(b) "Were any unallocated divisions transferred to the newly created parcel? If so, how many?"