

2016

1. LAND DIVISION APPLICATION ----\$50.00  
(Township Office Cost)
  
2. Cost of Split by the County -----\$75.00
  
3. IF DRIVEWAY is NEEDED,,THIS  
form(APPROVAL OF DRIVEWAY LOCATIONS)  
MUST be completed and cost is ----- \$35.00
  
4. SURVEY is required ---mail or take to Saginaw  
Co. Road Commision. After Road Commission  
APPROVES----we forward to Mr. Kehoe for  
Township Approval

Total Cost: \$160.00

IF COMMERCIAL PROPERTY NEEDS  
DRIVEWAY.. Cost is \$100.00 (not \$75.00)

Per. Saginaw County Road Commission  
989 752 6140 (Jerry)

# LAND DIVISION APPLICATION

You MUST answer all questions and include all attachments or this will be returned to you. Bring or mail to: MAPLE GROVE TOWNSHIP

17010 LINCOLN ROAD  
NEW LOTHROP, MI 48460

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.

This form is designed to comply with applicable local zoning, land division ordinances and Sec. 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.)

1. LOCATION OF PARENT PARCEL TO BE SPLIT:

Address: \_\_\_\_\_ Road Name: \_\_\_\_\_  
Parent Parcel Number: \_\_\_\_\_  
Legal description of Parent Parcel (attach extra sheets if needed): \_\_\_\_\_  
\_\_\_\_\_

2. PROPERTY OWNER INFORMATION:

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address \_\_\_\_\_ Road Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

3. APPLICANT INFORMATION (if not the property owner):

Contact Person's Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Road Name: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

4. PROPOSAL: Describe 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: \_\_\_\_\_  
\_\_\_\_\_ A recorded easement (driveway, cannot be shared)

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

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. 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 Great Lake High Risk Erosion setback.
- \_\_\_\_\_ includes a wetland.
- \_\_\_\_\_ includes a beach.

- \_\_\_\_\_ is within a flood plain.
- \_\_\_\_\_ includes slopes more than 25% (a 1:4 pitch or 14 degree angle)
- \_\_\_\_\_ is on muck soils or soils known to have severe limitations for sewage systems.
- \_\_\_\_\_ is know 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. A survey, sealed by a professional surveyor at a scale of 100 ft. = 1 inch of proposed division(s) of parent parcel.

The survey must show:

- (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 division(s)
- (4) dimensions of the proposed divisions
- (5) existing and proposed road/easements rights of way
- (6) easements for public utilities from each parcel to existing utilities
- (7) any existing improvements (buildings, wells, septic system, driveways)
- (8) any of the features checked in question number 6.

\_\_\_\_\_ B. A fee of \$50.00 Date paid: \_\_\_\_\_ Cash or Check # \_\_\_\_\_

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

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 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 ordinances, 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 560.10 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 in the law are made.

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

Reviewer's Action: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

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



**APPLICATION  
FOR  
"APPROVAL OF DRIVEWAY LOCATION"**

*This request is made to comply with the "Accessibility" requirements for each "Development Site" lot split from the existing parent lot under the Land Division Act 288 of 1967 as amended.*

**PROPERTY INFORMATION**

Township: \_\_\_\_\_

Property Tax Code ID# \_\_\_\_\_

1st split parcel created: 1 @ \$75.00/Each = \$75.00

Number of additional parcels: \_\_\_\_\_ @ \$25.00/Each = \_\_\_\_\_

Total new parcels created: \_\_\_\_\_

Total Amount Due = \_\_\_\_\_

**ATTACHMENTS REQUIRED**

Sketch or Survey   
Proof of Ownership (Tax Bill or other)

**PROPERTY OWNER INFORMATION**

Property Owners Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**APPLICANT INFORMATION**

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

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

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**POLICIES & PROCEDURES REGARDING LAND DIVISION ACCESSABILITY**

Under Public Act 288 of 1967 ,to comply with the land division act "Accessibility" requirements for "Development site" lots, each proposed lot in a "Development site" must have an area where a driveway can provide vehicular access to an existing road or street that meets all applicable location standards of the county road commission.

To process a request for Approval of Driveway Location a Land Split Application form must be completed by the "Property Owner" or their authorized representative, hereafter referred to as the "Applicant" and pay the appropriate fee.

This fee must be paid at the time a land division application is submitted. The entire cost for all proposed splits must be paid prior to the Saginaw County Road Commission taking any action toward approval or disapproval.

After the information and fees are received, a site inspection to determine "accessibility" will be made. To be determined "accessible" for drive location approval, there must be a system for the drainage of storm water and clear all trees as necessary to provide proper safe sight clearance for accessing a county road.

If the above conditions are met, the letter for "APPROVAL OF DRIVEWAY LOCATIONS" will then be sent to the "Property Owner" and the "Applicant".

If clearing or drainage work is required the letter for "REQUIREMENTS FOR DRIVEWAY LOCATIONS" will then be sent. This letter will outline the specific requirements needed to obtain approval of a driveway location. When these requirements are completed, the property owner will then call and schedule a follow up inspection of the site. If the work is approved, the letter for " APPROVAL OF DRIVEWAY LOCATIONS" will then be sent to the "Property Owner" and the "Applicant".

In cases where drainage work is needed to obtain approval of a driveway location, the letter for "REQUIREMENTS FOR DRIVEWAY LOCATIONS" will then be sent. The property owner is required to submit to the Road Commission a detailed drainage plan prepared by a licensed professional engineer. Upon Road Commission approval of the plan, the "APPROVAL TO PROCEED-DRAINAGE CONSTRUCTION" will then be sent. The property owner thereby authorized to construct the drain. Before construction begins the property owner must obtain a Road Commission Permit to "Operate in the Right of Way". When the drainage work is completed, the property owner will then call and schedule a follow up inspection of the site. If the work is approved, the letter for " APPROVAL OF DRIVEWAY LOCATIONS" will then be sent to the "Property Owner" and the "Applicant".

Fax Applications To: (989) 752-8934  
Attention: PERMITS

Or Mail To: Saginaw County Road Commisison  
3020 Sheridan Avenue  
Saginaw, MI 48601  
Attention: PERMITS

Permit

Land Split Application

Cost

Land Division First Lot.....\$75.00

Land Division Each Additional Lot.....\$25.00

### Request for Permit

If the applicant hires a contractor to perform the work, the Permit Holder is the Applicant and the Contractor, BOTH must complete this form and BOTH assume responsibility for the provisions of this permit.

Type of Permit & Fee: Residential, Field, & Temporary Construction Drives....\$35.00

Payment Type: \_\_\_\_\_

Applicant	
Name	_____
Address:	_____
City	_____ State _____ Zip Code _____
Phone:	_____ Mobile: _____
Fax:	_____ E-Mail: _____
_____ (Applicants Signature)	
_____ Title	_____ Date

Contractor	
Name:	_____
Address:	_____
City	_____ State _____ Zip Code _____
Phone:	_____ Mobile: _____
Fax:	_____ E-Mail: _____
_____ (Contractors Signature)	
_____ Title	_____ Date

<b>Financial Requirements</b> Certificate of Insurance Rec'd <input type="checkbox"/>	<b>Attachments Required</b> Plans and Specs Rec'd <input type="checkbox"/>
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Location and Description of Work:	
Road: _____	Location: _____
Township: _____	Section: _____
This location is between:	
1st Cross Street: _____	
2nd Cross Street: _____	
Property is on what side of road?	<input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West
Work to be performed by:	_____
Work Schedule	
For a period beginning on ....	_____
and ending on...	_____

### Request for Permit

Is the property staked?

Yes

No

*\*please make sure property and drive locations are staked so that we can quickly find your location*

Additional Information (description of property, work or routing)

*You will receive a completed permit once the property has been inspected and the permit fee is paid.*

Please contact the following persons when permit is ready	
Name: _____	Phone: _____
Name: _____	Phone: _____

If other than applicant, mail permit to the following address when ready			
Name	_____		
Address:	_____		
City:	State:	Zip Code:	
_____	_____	_____	

**\*\*\*CALL MISS DIG - @ (800)-482-7171 THREE WORKING DAYS IN ADVANCE \*\*\***

**\*\*\*NO BRICK & MORTAR MAILBOXES\*\* \*\*NO CONCRETE OR WOOD HEADWALLS\*\*\***

**\*\*\*THIS REQUEST DOES NOT COVER ACCESSABILITY APPROVAL FOR LAND SPLIT APPLICATIONS\*\*\***

**CONTACT THE PERMIT DEPARTMENT SEPARATELY IF YOU ARE SEEKING AN APPROVAL OF A DRIVEWAY LOCATION FOR THE PURPOSE OF A LAND SPLIT**

Fax Applications To: (989) 752-8934  
Attention: PERMITS

Or Mail To: Saginaw County Road Commission  
3020 Sheridan Avenue  
Saginaw, Michigan 48601  
Attention: PERMITS

## Permit Provisions

1. Specifications. All work performed under this permit must be done in accordance with the plans, specifications, maps and statements filed with the Commission and must comply with the Commission's current requirements and specifications on file at this office. The individual in charge of the work shall have the Permit and the approved plans or sketches in his possession on the job at all times.
2. Warranty. Permit Holder shall agree to correct any defects which can be attributed to the proposed work and may occur in the road right-of-way for a period of one year from the date of completion.
3. Insurance. The Permit Holder shall furnish proof of insurance or a protective liability policy naming the Commission as insured or additional insured for the term of this permit for \$1,000,000.00 personal injury and \$500,000.00 property damage for operations of this permit. Such insurance must be with a carrier acceptable to the Commission and cover a period not less than the term of this permit and shall provide that it cannot be canceled without ten (10) days advance written notice by certified mail with return receipt required to the Commission.
4. Indemnification. Permit Holder shall hold harmless and indemnify and keep indemnified the Commission, its officers and employees from all claims, suits and judgments to which the Commission, its officers, or employees may subject and for all costs and actual attorney fees which might be incurred on account of injury to persons or damage to property, including property of the Commission, whether due to the negligence of the Permit Holder or the joint negligence of the Permit Holder and the Commission, arising out of the work under this permit, or in connection with work not authorized by this permit, or resulting to comply with the terms of this permit.
5. MISS DIG: The Permit Holder must comply with the requirements of Act 53 of Public Acts of 1974, as amended. CALL MISS DIG AT 1-800-482-7171 AT LEAST 72 HOURS, BUT NOT MORE THAN TWENTY-ONE (21) CALENDAR DAYS, BEFORE YOU START WORK. Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
6. Notification of Start and Completion of Work. The Permit Holder must notify the Commission at least 24 hours before starting work and must notify the Commission when work is completed.
7. Safety. Permit Holder agrees to work under this permit in a safe manner and to keep the area affected by this permit in a safe condition until the work is completed. All work site conditions shall comply with the current issue of the Michigan Manual of Uniform Traffic Control Devices.
8. Obligations of the Permit Holder. The Permit Holder shall surrender the permit herein applied for; surrender all rights hereunder; cease operations; and remove, alter, relocate at the applicant's own expense the facilities for which this permit is granted whenever ordered to do so by the Commission because of the need for the area covered by this permit for public uses or because of a default in any of the conditions of the permit. Upon failure to remove, alter, relocate or surrender the facilities pursuant to the order of the Commission, reimburse the Commission for its cost in doing same. The obligation to operate, use and/or maintain the facility to the satisfaction of the Commission remains in force as long as the facility exists and is within the area under the jurisdiction of the Commission.
9. Waiver of Rights. Nothing in this permit shall be construed to grant any rights whatsoever to any public utilities whatsoever except as to the consent herein specifically given, nor to impair in any way any existing rights granted in accordance with the Constitution or laws of the State.
10. Drive Culvert. If a drive culvert is needed for the installation of the driveway or if there is a need to enclose an existing driveway, the proper size, elevation, and type of material will be specified by the Road Commission. The backfill over the pipe will consist of granular material acceptable to the Road Commission or native soil from the immediate area. Broken concrete, brick, cement block or bituminous material will not be allowed for backfilled within the road right-of-way and the cost of removal of such material will be billed directly to the property owner.
11. Other Public Agencies. This permit does not relieve the Permit Holder from meeting other applicable laws and regulations of other public agencies. The Permit Holder is responsible for obtaining additional permits or releases which may be required in connection with this work from all other public agencies, public utilities, corporations and individuals, including property owners. Permission may be required from adjoining property owners.
12. Assignment. This Permit may not be assigned without the prior approval of the Saginaw County Road Commission. If approval is granted, the assignor shall remain liable and the assignee shall be bound by all terms of this permit.
13. Modification. The terms and conditions of this Application and Permit shall not be modified, amended or altered, and no employee of the Road Commission is authorized to do so, nor has the power to do so, absent said amendment or alteration being in writing and executed by the authorized representative of the Permit Holder and the Road Commission.