

___ Approved
___ Approved with Conditions
___ Denied

* Please refer to the attached sheet for explanation behind the decision.

Date: _____



Application Fee: \$75.00

Receipt #: _____

Signature: _____

Date Received: _____
(by City Clerk or City Treasurer)

LAND DIVISION APPLICATION

You **MUST** answer all questions and include all attachments or **this application will be returned to you.**

Bring or mail to: City of Hillsdale
City Clerk/Treasurer
97 N Broad St
Hillsdale, MI 49242

Questions: Hillsdale City Assessor
(517) 437-6456
assessor@cityofhillsdale.org

This form is designed to comply with Sections 18-82 and 18-83 of the City of Hillsdale Land Division Ordinance and Section 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. Land in the City of Hillsdale shall not be divided without the prior review and approval by the City Council or their designated agent, in accordance with the City of Hillsdale Land Division Ordinance and the State of Michigan Land Division Act.

Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.

1. **LOCATION** of Parent Parcel or Tract to be split:

“Tract” means two (2) or more parcels that share a common property line and are under the same ownership.

a. Primary Address: _____

b. Parent Parcel Number: 30 - 006 - _____ - _____ - _____

c. Attach Additional Sheets (**if more than one parent parcel in the tract**)

2. **PROPERTY OWNER** Information:

a. Name: _____

b. Phone Number: () _____ - _____

c. Address: _____

City: _____ State: ____ Zip Code: _____

d. Email: _____

3. **PROPOSAL** – Describe the Division(s) being proposed:

a. Reason for proposed division (i.e. sale, lease greater than one year, development, etc.):

b. Number of New Parcels: _____ (this should include parcel(s) retained by the owner)

c. Intended Use (i.e. Residential, Commercial, etc.): _____

** Note: All resulting parcel must meet the minimum size requirements of the zoning district in which the parcel is located (refer to Hillsdale Municipal Code Section 36-411)*

d. Access (check one):

____ Each new division has frontage on an existing public street.

____ A new public street, proposed name: _____ (street name cannot duplicate existing street)

____ A private street or easement, proposed name: _____ (street name cannot duplicate existing street)

____ A recorded easement (driveway)

e. The proposed division will be added to an existing parcel (**complete below only if true**)

Parcel Address: _____

Parcel Number: 30 - 006 - ____ - ____ - ____ - ____

Legal Description (attach extra sheets as needed): _____

** If approved, combination will be processed upon receipt of deed establishing identical ownership.*

4. **ATTACHMENTS** (all attachments **MUST** be included) *Letter each attachment as shown:*

A. A scale drawing or survey that complies with the requirements of P.A. 591 of 1996 as amended for the proposed division(s) of the parent parcel showing:

a) Current **boundaries**;

b) All previous divisions **made after** March 31, 1997 (indicate when made or none);

c) **Dimensions** of the proposed divisions;

- d) **Any existing improvements** (building, wells, septic system, driveways, house, garage, etc.) and setback(s) from proposed parcel lines, and
- e) Proof of fee ownership (**most recent deed of parcel to be divided**)
- B. A **certificate from the County Treasurer** that complies with the requirement of P.A. 23 of 2019, establishing that all property taxes and special assessments due on the parcel or tract subject to the proposed divisions for the 5 years preceding the date of the application have been paid.
- C. Indication of approval, or **permit from City of Hillsdale Department of Public Services** that a proposed easement provides vehicular access to an existing road or street and meets applicable location standards (Right of Way permit). (if applicable)
- D. A copy of any transferred division rights (§109(2) of the Act) of the parent parcel (**Form L-4260a**)
- E. A **\$75.00*** application fee.

** Checks should be made payable to the City of Hillsdale*

5. ACKNOWLEDGMENT

The undersigned acknowledges that any approval of the within application is not a determination that the resulting parcels comply with other ordinances, rules, or regulations which may control the use or development of the parcels. Finally, even if this division is approved, I understand ordinances, laws, and regulations are subject to change and that any approved parcel division is subject to such changes that may occur before the recording of the division or the development of the parcel.

PROPERTY OWNER’S SIGNATURE: _____ DATE: _____

All complete application packages will be acted upon within 45 days of receipt. If the application package does not conform to the City of Hillsdale Land Division Ordinance requirements and/or the State of Michigan Land Division Act, the administrator shall return the same to the applicant for completion and refile in accordance with same.