



Land Division Application

305 East Main Street, Gaylord, Michigan 49735 • 989-732-4060 • Fax 989-732-8266
 franckowiakh@gmail.com

Please answer ALL questions and include attachments. Incomplete applications will not be accepted. Submit information to: City of Gaylord Assessor, 305 East Main Street, Gaylord, Michigan 49735 or email to franckowiakh@cityofgaylord.org.

Lot Division fee: \$125.00 made payable to the City of Gaylord. Fee must be paid prior to issuing new parcel numbers.

Property Owner Information		
Name:		
Address:		
City:	State:	Zip:
Phone:		
Email:		
Location of Parent Parcel		
Parcel Tax ID Number:		
Address:		
Legal Description of Parent Parcel (attach separate sheet if necessary): _____ _____		
Proposed Land Division Information		
Number of New Parcels:		
Intended Use (residential, commercial, etc.):		
The division of this property provides access to existing public road by (check one): <input type="checkbox"/> Frontage on an existing public road <input type="checkbox"/> Shared driveway <input type="checkbox"/> Recorded Easement Easement Liber/Page: Road or Easement Description: _____		
Future Division Rights and Transfers		
Is the owner making all divisions that are allowed for the parcel? <input type="checkbox"/> YES <input type="checkbox"/> NO If not, how many remaining divisions are allowed for the parent parcel? _____		
If there are remaining future divisions that may still be made, is the right to make future divisions being transferred from the parent parcel to any other parcel? <input type="checkbox"/> YES <input type="checkbox"/> NO If rights are being transferred, how many rights are transferring? _____		
Property Taxes and Assessments		
Have all due property taxes and/or any special assessments on the parcel been paid? (Note: this application will not be considered if there are unpaid or overdue property taxes and/or special assessments. <input type="checkbox"/> YES, property taxes and/or special assessments have been paid <input type="checkbox"/> NO, property taxes and/or special assessments are outstanding		

Development Site Limitations: Check each that applies as a condition which exists on the

Parent Parcel, or any of the child parcels.

- Any part of the parcel includes a wetland
- Any part of the parcel is within a flood plain
- Any part of the parcel includes slopes more than 25 percent or steeper

Required Attachments for Property Divisions

Legal Descriptions: A complete and accurate legal description of each new proposed division(s) of the parent parcel (including a new description of the remaining parent parcel), and each new proposed easement, road or shared driveway is required.

Are descriptions attached for all new parcels and the remaining parent parcel YES NO

Survey of Proposed Divisions: A survey, sealed by a professional surveyor, of the proposed divisions of the parent parcel. The survey must show the following information:

1. The boundaries of the parent parcel as it existed as of March 31, 1997
2. Any previous divisions made of the parent parcel after March 31, 1997, with indication as to when those divisions were made.
3. The location of the proposed division(s) line(s).
4. The dimensions of the proposed divided parcels.
5. The location of existing and any proposed roads, driveways and/or easements.
6. The location of any existing or proposed easements for public utilities from each parcel to existing public utility facilities.
7. Any existing improvements such as buildings, drive, garages, etc.
8. The location of any of the features checked in response to any site development limitations.

Is the survey or site plan map meeting these requirements? YES NO

Note: The City Assessor may waive the survey map requirement where a tentative parcel map (showing the boundary lines, dimensions, and the accessibility of division existing or proposed public roads for auto traffic and/or public utilities) is deemed to contain adequate information to approve a proposed land division considering the size, similar nature of the divisions, and the undeveloped character of the territory with the proposed divisions are located.

An accurate legal description of all the proposed divisions, shall be required.

Affidavit

I (we) declare that the statements and information submitted in this application are in all respects true and correct to the best of my (our) knowledge. I (we) agree to comply with the conditions and regulations provided with this parent parcel division/split/transfer. I (we) give permission for officials of the City of Gaylord or State of Michigan to enter the property for purposes of inspections. I (we) understand that this is only a parcel division/split/transfer, which conveys only certain rights under the applicable local land division ordinance and the State Land Division Act and does not include any representations or conveyance of rights in any other statute, building code, zoning ordinances, deed restriction or other property rights. I (we) understand that local zoning ordinance and state acts change from time to time. If changed, the division/split/transfer unless deeds representing the approved divisions are recorded with the Register of Deeds or the division/split/transfer has been issued a building permit and built upon before the changes to the laws are made.

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

This Section for Official Use Only

Date Application Received: _____

Property Taxes Outstanding: [] Yes [] No

City Assessor Recommendation: [] Approved [] Denied

Council Action: [] Approved [] Denied Date: _____

Fee Paid Date: _____

Comments:

New Parcel Numbers: