

CITY OF OTSEGO, MICHIGAN  
LAND DIVISION APPLICATION

DISCLOSURE STATEMENT - PLEASE READ CAREFULLY:

In order to request a division of a parcel of land within the City of Otsego the attached application form must be submitted to the city clerk's office. Approval of a division under the Michigan Land Division Act, P.A. 288 of 1967 as amended by P.A. 87 of 1997, is not a determination that the parcel(s) which result from the division comply with any ordinances or regulations, including but not limited to any applicable zoning ordinances. If the intent of the land division is to create buildable lots, the applicant should consult with the Otsego City Manager or City Clerk prior to submitting the application. Approval of a determination is also not a determination by the City of Otsego that any of the representations made in your application are accurate.

A building permit may not be issued for any parcel of land until and unless the parcel has all of the following: zoning approval, city water and city sewer. This division approval is not a determination that adequate facilities are available for public water and sewer. The City of Otsego and its Commission and employees are not liable if a building permit is not issued for any parcel due to the inability of a parcel to be serviced by public water and sewer.

Signature of Owner: \_\_\_\_\_

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

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<u>PARENT PARCEL INFORMATION</u>	<u>DATE:</u>
NAME OF OWNER: _____	
ADDRESS OF OWNER: _____ _____	
PHONE:	HOME: _____ WORK: _____
ADDRESS OF PARCEL TO BE DIVIDED - IF DIFFERENT FROM ABOVE: _____	
PARCEL NUMBER: 03-54- _____	ZONING: _____
LEGAL DESCRIPTION: _____ _____	
LOT SIZE: _____	PRESENT USE OF PROPERTY: _____
PRESENT IMPROVEMENTS (buildings, etc.) _____ _____	
APPLICANT'S INTEREST IN PROPERTY (owner, land contract purchase, tenant, lessee, etc.) _____	
DESCRIBE PROPOSED LAND DIVISION. A DETAILED <u>SITE PLAN</u> AND <u>PROPERTY SURVEY</u> MUST BE ATTACHED TO THIS APPLICATION SHOWING THE LOCATION OF ALL PROPERTY LINES, STRUCTURES, AND DIMENSIONS. _____ _____ _____	

SIGNATURE OF OWNER: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

# 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.



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?"