



LAND DIVISION APPLICATION

Date Applied: _____

Case Number: _____

Fee: _____

205 N. JOHN ST, HIGHLAND, MI 48357
(248) 887-3791 ext. 2

1. **APPLICANT NAME:** _____

PROPERTY OWNER NAME (if different): _____

2. **SITE INFORMATION** ZONING DISTRICT: _____

PARCEL NUMBER(S): _____

ADDRESS OR ADJACENT CROSS STREETS: _____ ZIP: _____

LEGAL DESCRIPTION or CERTIFIED SURVEY ATTACHED?: _____

DESCRIBE ALL EXISTING IMPROVEMENTS (all buildings, well, septic, etc.) or INCLUDE ON MAP OR SURVEY
(attach extra sheets if needed): _____

3. **SITE DEVELOPMENT LIMITATIONS** (Check each that represents an existing condition)

____ is riparian or littoral (it is a river or lake front parcel)

____ includes wetlands _____ is within a floodplain

____ includes land in PA 116 – the state Farmland Preservation Program

____ includes slopes more than twenty-five (25) percent or steeper

____ has conditions that cause severe limitations for onsite septic systems such as high-water table, soils with poor drainage, high bedrock, etc.

____ will result in parcel(s) of less than one (1) acre for which onsite septic and well must be reviewed and approved by Oakland County Health Division.

____ is known or suspected to have underground storage tank Or to have soil or groundwater contamination. If yes, is the property subject to environmental restrictions? Yes No

4. **PROPOSAL**

NUMBER OF RESULTING PARCELS: _____ INTENDED USE: _____

ACREAGE OF EACH RESULTING PARCEL: _____

THE DIVISION OF THIS PARCEL PROVIDES ACCESS TO A ROAD RIGHT-OF-WAY BY (check one):

____ An existing road on which each resulting parcel has the minimum required frontage

____ An existing road on which each resulting parcel has the minimum required frontage

AFFIDAVIT, ACKNOWLEDGEMENTS, PERMISSIONS:

By signing this application:

- The applicant and owner agree that the statements made in this application packet are true, and if found not to be true then this application and any approval shall be void.
- The applicant and owner give permission for officials of Highland Township, Oakland County, and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection.
- The applicant and owner understand that Final Approval of a land division is required before any parcels can be sold.
- The applicant and owner understand that this is a parcel division that conveys only certain rights under the Highland Township land division ordinance and the Michigan Land Division Act (MCL 560.101 et. seq.) and is not a representation or determination the resulting parcels comply with other ordinances or regulations and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction, or other property rights.
- The applicant and owner understands that by granting land division approval, Highland Township is not liable if septic and/or building permits are not issued for the parcel(s) due to unsuitable site conditions for onsite septic and/or well systems. The applicant and owner understand that they are responsible for checking site condition suitability with the Oakland County Health Division.
- The applicant and owner understand that certified surveys representing the final approved divisions must be recorded with the Oakland County Register of Deeds and a copy of the recorded instruments provided to Highland Township.

APPLICANT

NAME: _____

MAILING ADDRESS: _____

_____ ZIP: _____

PHONE: _____

EMAIL: _____

SIGNATURE: _____

On the ____ day of _____, ____ before me, a Notary Public, personally appear the above-named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.
 State of Michigan, County of Oakland
 Notary Public Signature

 Notary Seal and Stamp

PROPERTY OWNER

NAME: _____

MAILING ADDRESS: _____

_____ ZIP: _____

PHONE: _____

EMAIL: _____

SIGNATURE: _____

On the ____ day of _____, ____ before me, a Notary Public, personally appear the above-named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.
 State of Michigan, County of Oakland
 Notary Public Signature

 Notary Seal and Stamp

- A notarized letter giving the Applicant authorization to represent the Owner is also permitted in lieu of a signature on this application. The applicant will be considered the official designee for the Owner, and all correspondence will be addressed to this person.
- If there are Co-Applicants and/or Co-Owners associated with this property(ies) to be acted upon, please submit a Notarized Co-Applicant's and/or Co-owner's "Interest in Property Certificate" with this application. The person signing this application will be considered the official designee for the group and all correspondence will be addressed to this person.

LAND DIVISION REQUEST
ADDITIONAL RQUIRED ATTACHMENTS

1. A current map of the existing parcel(s) with all building sizes and setbacks shown to scale. This map should include existing site conditions such as wetlands, easements, road rights-of-way, hazardous areas, steep slopes, etc.
2. A map of the proposed parcels to scale including, but not limited to, existing structures, road rights-of-way, easements / utilities, wetlands, hazardous areas, steep slopes, etc
3. Subdivision Control Act Certification
4. Interest in Property Certification for all parties
5. Tax Payment Certification for all parties
6. Proof of taxes paid in full for all parties
7. Previous action by any Township Boards or Commissions
8. Warranty Deeds for all parcels and parties
9. Draft private road agreement if necessary

FEE RESPONSIBILITY CERTIFICATE

The applicant / property owner acknowledge that they are responsible for all specific engineering, legal or planning fees that arise from review of the attached application.

The applicant / property owner acknowledge that, under certain conditions, the Township may require fees to be paid in advance into an escrow account.

All fees must be reimbursed to Highland Township within 30 days of billing or before any permits are issued, whichever is first.

Current Parcel Identification Number (PIN): _____

Current Parcel Address: _____ Zip: _____

Applicant / Property owner Name: _____

Applicant / Property owner Signature: _____

date: _____

STATE OF MICHIGAN

COUNTY OF OAKLAND

On the _____ day of _____, _____ before me, a Notary Public, personally appear the above-named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

Notary Public Name: _____

Notary Public Signature: _____

Notary Seal and Stamp

INTEREST IN PROPERTY CERTIFICATE

I, _____, (applicant / property owner) have an interest in the following property(s):

Parcel Identification Number (PIN): _____

Parcel Identification Number (PIN): _____

Parcel Identification Number (PIN): _____

Applicant / Property owner Name: _____

Mailing Address: _____ Zip: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

STATE OF MICHIGAN

COUNTY OF OAKLAND

On the _____ day of _____, _____ before me, a Notary Public, personally appear the above-named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

Notary Public Name: _____

Notary Public Signature: _____

Notary Seal and Stamp

SUBDIVISION CONTROL ACT CERTIFICATION

Some requests for land division may not be approved because they are in violation of Act 288 of the Public Acts of 1967, as amended, by the State of Michigan, said Act being known as the "Subdivision Control Act." The applicant shall certify that the request being made has been checked for compliance with regard to this Act. Special concern should be given to those parcels that are over ten (10) acres in size and there is a desire to divide them up into parcels less than ten (10) acres in size. On the other hand, dividing platted lots or combining and redividing platted lots is almost never an issue. For your own information and certification of compliance, please check with a competent engineering professional or title company representative so that you can complete this form.

I, _____, (applicant) certify that I have checked for compliance with regard to act 288 of the Acts of 1967, said Act being known as the "Subdivision Control Act" and that this land division request meets the requirements of said act as follows:

_____ There have not been any land divisions related to this parcel.

_____ The land division that has been related to this parcel have occurred as follows:

Applicant Signature: _____ Date: _____

STATE OF MICHIGAN
COUNTY OF OAKLAND

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Notary Public Name: _____

Notary Public Signature: _____

Notary Stamp and Seal

TAX PAYMENT CERTIFICATION

I, _____, (applicant / property owner) agree that all taxes due at the time the land division is processed by the Assessing Department will be paid prior to the issuance of new tax descriptions and parcel identification numbers.

Current Parcel Identification Number (PIN): _____

Current Parcel Address: _____ Zip: _____

Applicant / Property owner Name: _____

Applicant / Property owner Signature: _____

date: _____

STATE OF MICHIGAN

COUNTY OF OAKLAND

On the _____ day of _____, _____ before me, a Notary Public, personally appear the above-named person whose signature appears above, and who executed the foregoing instrument, and he/she acknowledged to me that he/she executed the same.

Notary Public Name: _____

Notary Public Signature: _____

Notary Seal and Stamp