

IONIA TOWNSHIP

1042 E Washington Street, Ionia, Michigan 48846

LAND DIVISION APPLICATION- UNPLATTED PARCEL

You **MUST** answer all questions and include all required attachments. Incomplete applications will be considered incomplete and may be returned to the applicant.

SUBMIT BY MAIL ONLY – NO EMAILED APPLICATIONS ACCEPTED UNLESS EXPEDITED

LEGAL AUTHORITY: Michigan Land Division Act – 1967 PA 288, MCL 560.101 et seq., including Sections 108 and 109 (MCL 560.108 and MCL 560.109)

PROCESSING TIME: The Township has **45 DAYS** after receiving a **COMPLETE application** to approve or disapprove the proposed division. You will be provided written notice of the approval or disapproval within this timeframe. If the application is disapproved, the reasons for disapproval will be provided.

SPLIT RIGHTS: The number of allowable divisions is generally determined from the **parent parcel or parent tract** as it existed on **March 31, 1997**, together with any previous divisions of that same parent parcel or parent tract, as provided by MCL 560.108. Division rights may be transferred from a parent parcel or parent tract to a parcel created from that parent parcel or parent tract in accordance with MCL 560.109(2).

APPLICATION FEE- Non-Refundable:

Please submit a check made payable to: **IONIA TOWNSHIP**

FEE SCHEDULE: \$100.00 – Base Application Fee: One division creating one new parcel and one remainder parcel
\$ 70.00 – For Each Additional Division requested in the same application
\$500.00 – Optional Expedited Processing Fee – 14-day review, if available

EXPEDITE FEE POLICY – Ionia Township:

Expedited processing provides for a 14-day review period, when available. An additional fee of \$500.00 must be submitted via a **separate check** made payable to IONIA TOWNSHIP.

To request expedited processing:

1. Email the completed application and all required supporting documents with the subject line: “EXPEDITE – IONIA TOWNSHIP SPLIT – [Today’s Date]”. Please also mail the hard copies to our PO Box.
2. Once your request is reviewed, you will receive an email confirming whether expedited processing can be accommodated.
3. The expedite fee check must be mailed to the PO Box listed below.

Important Notes:

- If the assessor is unable to accommodate the expedited processing request, the \$500 expedite fee will be returned.
- There may be certain periods throughout the year when expedited processing is not available.

IS THIS APPLICATION TO BE EXPEDITED? ☐ Yes ☐ No

IS THE EXPEDITE FEE ENCLOSED? ☐ Yes ☐ No

SUBMIT COMPLETED APPLICATION, FEE AND ALL DOCUMENTS TO:

Heather Hoffman, MAAO

Ionia Township Assessor

PO Box 175

Lowell, MI 49331

assessorhoffman@gmail.com * 616-987-0067

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TODAY'S DATE: _____

APPLICANT _____

MAILING ADDRESS _____

PHONE _____

EMAIL _____

Number of existing parcels affected by this application: _____

Parcel#: _____ Acres _____

Parcel#: _____ Acres _____

Parcel#: _____ Acres _____

Total parcels after approval: _____

New parcels and remainder parcel (list acreage for each):

New Parcel Acreage: _____

New Parcel Acreage: _____

Remainder Parcel Acreage: _____

ITEMS REQUIRED for APPLICATION

SPLIT RIGHTS

Split rights determine how many land divisions (splits) a property is allowed to have. These rights are based on how the Parent Parcel existed on March 31, 1997. Unless transferred by a recorded deed, all split rights remain with the original Parent Parcel.

Split rights may be reduced if:

- The property has already been split since March 31, 1997
- Split rights were transferred to another parcel through a recorded deed

All land divisions must comply with the Michigan Land Division Act and may not exceed the remaining available split rights. If you are unsure how many splits are available, you may need to review prior deeds and land transfer records. Split rights do not guarantee that an approved parcel will be buildable or that it will comply with other applicable ordinances or regulations.

Please answer all questions to the best of your knowledge:

- Has this property been split since March 31, 1997? ☐ Yes ☐ No
(If No, the property may be considered the Parent Parcel, subject to verification.)
- If Yes, how many times has it been split since March 31, 1997? _____
- List any parcel numbers created from prior splits and how many split rights were granted to those parcels:

- Do you currently hold the split rights for this property? ☐ Yes ☐ No
- How many split rights does this parcel have BEFORE this application? _____
- How many new splits are you proposing in this application? _____
- How many split rights will remain after this application? _____
- Will any split rights be transferred to newly created parcels? ☐ Yes ☐ No
If yes, how many? _____
- Will any split rights remain with the remainder parcel? ☐ Yes ☐ No
If yes, how many? _____
- Has it been 10 years or more since the most recent division of this parcel or parent parcel? ☐ Yes ☐ No

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FARMLAND PRESERVATION PROGRAM (PA116)

- Is any portion enrolled in PA 116? ☐ Yes ☐ No

If yes, attach approval/removal documentation from the Michigan Department of Agriculture.

SURVEY AND LEGAL DESCRIPTION REQUIREMENTS:

Attach a copy of a legal survey prepared by a licensed land surveyor or a to-scale drawing that meets all items below.

Initial each to confirm inclusion.

1. _____ **Accurate legal descriptions for each new parcel**
2. _____ **Accurate legal descriptions for the remainder parcel(s)**
3. _____ **Accurate legal description for any ingress/egress easement**
4. _____ **Accurate legal description and total acreage for any portion of property being transferred between parcels as part of a boundary line adjustment.**
5. _____ **All lot line dimensions clearly labeled**
6. _____ **All buildings shown and clearly labeled**
7. _____ **Any known easements shown and labeled (including public utility easements)**
8. _____ **Acreage clearly stated for each new parcel and the remainder parcel**

INSTRUCTIONS FOR COMPLETING THE APPLICATION

Initial next to each statement to confirm your understanding. Answer all questions completely and include all required documents with your submission. Incomplete, unsigned, or missing applications will result in processing delays.

_____ (initial) This land division cannot exceed the maximum allowable divisions based on the Parent Parcel as it existed on March 31, 1997, or the re-divisions permitted under the Michigan Land Division Act. (See page 6)

_____ (initial) Summer and Winter tax bills for the current tax year will continue to show the original parcel numbers and acreage and will be sent to the original owner(s) and address(es) on record.

_____ (initial) If approved, new parcel numbers and updated acreages will not appear on the tax roll until next tax year (example: if approved in 2026, the changes will take effect in the 2027 tax year).

_____ (initial) The Township does not prorate taxes based on the approval of a land division. Any adjustments should be addressed at the time of closing. Current-year tax bills will continue to reflect the original parcel information and remain the responsibility of the current owner of record.

_____ (initial) The Township does not record any documents related to this application or its approval. Recording all deeds and surveys is the property owner's responsibility.

_____ (initial) Each resulting parcel that is 10 acres or less must meet the applicable depth-to-width ratio requirements of MCL 560.109.

_____ (initial) This land division may not isolate a cemetery per the requirements of MCL 560.102(j)(i) or (ii).

_____ (initial) All transfer deeds for parcels of unplatted land must include this statement:

"The grantor grants to the grantee the right to make [insert "zero", a number, or "all"] division(s) under section 108 of the Land Division Act, 1967 PA 288, MCL 560.108." If this statement is missing, division rights remain with the portion retained by the grantor.

_____ (initial) All deeds for unplatted land executed after March 31, 1997 must include this notice:

"This property may be located within the vicinity of farm land or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act."

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_____(initial) If ownership of land is transferred, a Property Transfer Affidavit must be filed with the assessor's office within 45 days of the transfer, regardless of whether the deed has been recorded.

_____(initial) Any legal easement for ingress or egress to new or remainder parcels must be included in the recorded legal description of all affected parcels.

SHARED DRIVEWAY/SHARED PRIVATE ROAD EASEMENT

_____(initial) Each resulting parcel must be "accessible". Parcels must meet the requirements of the Ionia Township Private Road and Shared Drives Ordinance No. 2019-2, where applicable

_____(initial) If there is no road frontage, there must be a deeded ingress/egress easement as part of the legal description of all parcels using the easement, and if more than two parcels use the same driveway, parcels must meet the ordinance requirements.

_____(initial) Ionia Township Private Road and Shared Drives Ordinance No. 2019-2 must be followed when more than two parcels access the same private road or driveway.

- Will more than two (2) parcels share a driveway or private road? ☐ Yes ☐ No
- If more than two (2) parcels will use the same driveway or private road, do you understand that the requirements of the Ionia Township Private Road and Shared Drives Ordinance No. 2019-2 must be followed? ☐ Yes ☐ No
- Do you understand that all requirements of the Private Drive Ordinance must be met prior to obtaining addresses or building permits for any new parcels. ☐ Yes ☐ No
- Please indicate how many parcels will use the same private drive or private road, and list their respective acreages below: _____

PROPERTY TAX STATUS

- Delinquent taxes owed? ☐ Yes ☐ No
- Current taxes paid in full? ☐ Yes ☐ No

COUNTY TAX CERTIFICATE REQUIRED (obtained at the County Treasurer's office)

One of the following must be provided as part of the land division (split) application:

_____(i) All property taxes and special assessments due on the parcel or tract proposed for division for the past 5 years have been paid in full, as verified by a certificate from the County Treasurer of the county where the property is located. (must be obtained at the County Treasurer's office.)

_____(ii) If property taxes or special assessments due on the parcel or tract have not been paid, the unpaid taxes or assessments have been apportioned by the township or city assessing officer, in accordance with Section 53 of the General Property Tax Act (1893 PA 206, MCL 211.53).

In this case, the apportioned taxes or assessments:

- Shall be a lien against the parcels or tracts as apportioned, and
 - Shall be treated as taxes and assessments of the year of original assessment for the purpose of collection and sale for delinquent taxes under the General Property Tax Act (1893 PA 206, MCL 211.1 to 211.155).
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APPLICATION FEE REQUIRED:

_____(initial)NON-REFUNDABLE FEE* ENCLOSED in accordance with fee schedule (see page 1)

EXPEDITE FEE (OPTIONAL):

Is this application to be expedited? ☐ Yes ☐ No

_____(initial) If expedited processing is requested, the \$500 expedite fee is enclosed by separate check.

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LIABILITY & ACKNOWLEDGMENT

By signing this document, I acknowledge and understand that approval of this application does not guarantee compliance with other applicable ordinances or regulations, including but not limited to private road standards, easement requirements, Health Department regulations, State or Local Road Commission permits, or mortgage conditions.

I acknowledge that approval or denial of this application does not create liability for the Township, its officers, employees, or representatives. I affirm that all statements made in this application are true and accurate to the best of my knowledge. I understand that any false or misleading information may result in the application and any associated approvals being deemed null and void.

I understand that approval applies only to the legal descriptions of the parcels involved and does not guarantee buildability, zoning compliance, or conformance with building codes, deed restrictions, or other applicable laws.

I acknowledge that processing may take up to 45 days from receipt of a complete application.

I understand that the applicant shall serve as the primary point of contact for this application. Repeated inquiries regarding application status do not expedite processing, and applications are generally reviewed in the order received, except for approved expedited applications.

I understand that all applications are processed on a first-come, first-served basis.

I further understand that current-year property tax bills (summer and winter) will continue to reflect existing parcel configurations, and all taxes, fees, or liens remain the responsibility of the appropriate party.

Finally, I acknowledge that this application must be signed by all owners of the affected parcels and that recording of deeds and other documents is the responsibility of the appropriate parties.

Parcel #: _____ Owner's name(s): _____

Signature(s): _____

Attach additional pages if necessary.

COMPLETE THE FOLLOWING ONLY IF A RESULTING PARCEL IS UNDER 1 ACRE:

_____ (initial) **IF A RESULTING PARCEL IS LESS THAN 1 ACRE, PLEASE NOTE:** A building permit may not be issued for a resulting parcel that is less than 1 acre unless the parcel has adequate water and sewage disposal facilities as required by MCL 560.105.

· Is public water available to the parcel? ☐ Yes ☐ No

· Is public sewer available to the parcel? ☐ Yes ☐ No

_____ (initial) If public water or public sewer is not available, approval from the appropriate city, county, or district health department may be required before a building permit can be issued.

Signature required: The municipality or county approving a proposed division resulting in a parcel less than 1 acre, and its officers and employees, are not liable if a building permit is not issued for the parcel.

Signature of owner(s) acknowledging the proposed division will result in a parcel of less than 1 acre:

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SPLIT RIGHTS UNDER PUBLIC ACTS OF 1996 AND 1997

The following tables are provided as a general guide to the maximum number of parcels that may result from a division under the Michigan Land Division Act, 1967 PA 288, MCL 560.101 et seq. The number of allowable divisions is based on the acreage of the applicable parent parcel or parent tract and includes any previous divisions of that parent parcel or parent tract, as provided by MCL 560.108.

Under MCL 560.108(2), the number of parcels that may result from a division is determined as follows:

- First 10 acres, or fraction thereof: up to 4 parcels.
- Each whole 10 acres in excess of the first 10 acres: 1 additional parcel, up to a maximum of 11 additional parcels.
- Each whole 40 acres in excess of the first 120 acres: 1 additional parcel.

Additional Divisions

For a parent parcel or parent tract of at least 20 acres, the division may result in up to 2 additional parcels beyond the number permitted under MCL 560.108(2) if either of the following conditions applies:

- Because of the establishment of one or more new roads, no new driveway accesses to an existing public road for any of the resulting parcels are created or required; or
- One of the resulting parcels comprises at least 60% of the area of the parent parcel or parent tract.

The availability of additional divisions depends on the specific circumstances of the proposed division and the requirements of MCL 560.108. The applicable parent parcel or parent tract, previous divisions, acreage, access, and resulting parcel configuration must be reviewed before the number of available divisions can be determined.

The numbers shown below are the maximum total number of parcels that may result from the parent parcel or parent tract, including previous divisions of that same parent parcel or parent tract. They do not represent the number of new splits currently available to the property owner.

PARENT PARCEL / PARENT TRACT SIZE IN ACRES	MAXIMUM NUMBER OF PARCELS UNDER MCL 560.108(2)	ADDITIONAL PARCELS UNDER MCL 560.108(3)
*1–19.9	4	Not eligible
20–29.9	5	Up to 2*
30–39.9	6	Up to 2*
40–49.9	7	Up to 2*
50–59.9	8	Up to 2*
60–69.9	9	Up to 2*
70–79.9	10	Up to 2*
80–89.9	11	Up to 2*
90–99.9	12	Up to 2*
100–109.9	13	Up to 2*
110–119.9	14	Up to 2*
120–159.9	15	Up to 2*
160–199.9	16	Up to 2*
200–239.9	17	Up to 2*
240–279.9	18	Up to 2*

Important: These tables are provided for informational purposes only and are not a substitute for reviewing the Michigan Land Division Act, applicable local ordinances, previous division history, recorded documents, and the specific circumstances of the proposed division. Approval of a division is not a determination that the resulting parcels comply with other applicable ordinances or regulations.