

LAND DIVISION INSTRUCTIONS

1. Fill out the top of the Pre-Approval form.
2. Return it to me along with a drawing or survey of your property indicating what you wish to split out. Your drawing must show all of your properties which are connected or contiguous. It must also show the approximate location, and distance from the new and existing lot lines, of any existing buildings located on the properties.
3. Include a check made out to Brockway Township for the number of splits you wish to do. The fee is \$ 50.00 for the first split and \$10.00 for each additional split on the same application.
4. I will review your application to see that it meets all zoning requirements. If it does I will sign it and return it to you.
5. You must then get an approval letter from each place listed at the bottom of the Pre-Approval form. This can all be done through the mail or over the phone. They may each need a copy of the drawing or survey you submitted to me.
6. When you receive all the approval letters you must fill out the second form and return it to me along with a copy of each letter. I will then review the information and sign the form either approving or denying the division, with an explanation of the denial. A copy will be returned to you and a copy will be sent to the county authorizing them to complete the split on the assessment roll.

These steps are necessary because of a change from the State concerning lot divisions and became effective on April 1, 1997. All divisions in the State made after that date must complete these steps. If you do not apply for the divisions the splits will not be processed and you will still receive a tax bill for your entire property.

If you have any questions feel free to contact me at 810-650-0317.

Sincerely,

Melissa K. Hayduk
Brockway Twp. Assessor
12011 Fisher Rd
Yale, MI 48097

**BROCKWAY TOWNSHIP
PRE-APPROVAL LOT SPLIT FORM**

APPLICANT: _____ PHONE # _____

ADDRESS: _____

OWNER: _____
(if different than above)

ADDRESS: _____

PARCEL ID#: _____

PARCEL ADDRESS: _____

NUMBER OF SPLITS APPLIED FOR: _____ INTENDED USE: _____
(Residential, Commercial etc)

APPLICATION FEE: \$50.00 FOR 1ST SPLIT AND \$10.00 FOR EACH ADDITIONAL SPLIT

PARENT PARCEL SIZE _____ (ACRES)
(Application must be accompanied by survey or an accurate sketch for preliminary approval)

FOR TOWNSHIP USE:

THE PARENT PARCEL IS/WAS:

_____ In existence prior to March 31, 1997

_____ Part of a Parent Tract after March 31, 1997

THE NEW PARCEL/PARCELS IS/ARE:

_____ A new split/splits subject to the new law 591

_____ An existing parcel prior to March 31, 1997 and part of a Parent Tract subject to the new law 591

_____ An exempt split according to the new law 591 but subject to Township Zoning requirements

_____ THE ATTACHED SURVEY/DRAWING MEETS ALL TOWNSHIP ZONING DISTRICT ORDINANCE REQUIREMENTS AND HAS BEEN REVIEWED AND APPROVED.

MELLISSA HAYDUK, BROCKWAY TWP ASSESSOR

A COPY OF THIS FORM MUST BE SUBMITTED TO THE FOLLOWING:

Detroit Edison, Marysville Service Center, 3223 Ravenswood Rd., Marysville, MI 48040, Attn: Up Front Group, 1-810-364-0400, Fax 1-810-364-0378

General Telephone Co., 1-810-653-9735, FAX 1-810-653-2264 Kathy Anderson, 375 E Rising, Dawson, MI 48423
St. Clair County Road Commission, Permits Dept., 21 Airport Dr., St. Clair, MI 48079

If natural gas runs by the parent parcel approval must also be gotten from SEMCO, 2915 Lapeer Rd., Port Huron 48060
(There could be fees incurred for the above permits)

**WHEN ALL APPROVALS ARE RECEIVED SUBMIT COPIES TO
BROCKWAY TWP. ASSESSOR, Mellissa Hayduk**

12011 Fisher Rd.

Yale, MI 48097

ALONG WITH LAND DIVISION APPLICATION FOR FINAL APPROVAL

BROCKWAY TOWNSHIP

LAND DIVISION APPLICATION

You MUST answer all questions and include all attachments, or this will be returned to you. (Enter N/A where questions do not apply.) Mail to: Mellissa K. Hayduk, 12011 Fisher Rd., Yale, MI 48097 or drop off at the Township Hall on Sayles Rd. during regular business hours.

Approval of a division of land is required before it is sold. This is true even if it is an exempt split over 40 acres or a transfer between neighbors. It must still meet the Township zoning requirements.

Applicant: Name _____
Address _____
Phone # _____

Owner (if different) _____
Address _____

1. Location of parent parcel to be split:

Address : _____

Parent parcel Tax ID # _____

Legal Description of Parent parcel (attach extra sheets if needed): _____

2. Proposal: Describe the division(s) being proposed:

a. Number of new parcels requested to be created _____

b. Intended use (residential, commercial, etc.) _____

c. Future division rights being transferred _____

(See section 109(2) of Statute. Make sure your deed includes both statements as required in law.)

d. The division of the parcel(s) provides access to an existing public road by:

____ Each new division has frontage on an existing public road

____ A new public road, proposed road name _____

____ A new private road built to zoning requirements, road name _____

3. Development site limitations: Check each that represents a condition which exists on any part of the parent parcel. Your drawing or survey must show the location of any of these limitations.

____ Has river or lake frontage

____ Includes a wetland

____ Is within a designated flood plain area

____ Includes slopes more than 25% (a 1:4 pitch or 14 degree angle) or steeper

____ Is on muck soils or soils known to have sever limitations for septic field

____ Is known or suspected to have an abandoned well, underground storage tanks or contaminated

____ Any buried gas lines and their easements

4. Required documentation:

- Survey, sealed by a professional surveyor of proposed divisions, or an equivalent drawing
- Easements or approvals from existing utilities as required
- Existing improvements currently on the parcel (must be shown on drawing or survey)
- Driveway approval from County Road Commission and/or the Township Zoning Administrator approval for private road
- Application Fee (\$50.00 for first split and \$10.00 for each additional split on same application)

5. AFFIDAVIT and permission for municipal, county and state officials to enter the property for Inspections:

I agree the statements made above are true, and if found not to be true this application and any approval will be void. Further, I agree to give permission for officials of the municipality, county and State to enter the property where this parcel division is proposed for purposes of inspection to verify that the information on the application is correct at a time mutually agreed with the applicant. I understand this is only parcel division which conveys only certain rights under the applicable local land division ordinance, the local zoning ordinance, and the State Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1957, as amended (particularly by P.A. 591 of 1996) MCL 560.101 et. seq.), and does not include any representation of conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

Finally, even if this division is approved, I understand zoning, local ordinance and State Acts change from time to time. If changed, the divisions requested must comply with the new requirements in place at the time of application unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deed and a variance is granted by the township Zoning Board of Appeals.

Property Owner Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE

Reviewer's action:

- Approved
- Approved with conditions _____

Denied: Reasons _____

Signature and date _____