



Date Received: _____
Received by: _____
Fee Paid (\$50 or \$200) _____

**Plat, Plat Amendment, Division, Subdivision, Exempts Split and Property
Transfer Application**

City Code, Chapter 20

Please answer all questions and include requested attachments. Incomplete applications will not be accepted.

Submit all applications to the Community Development Department at 200 N. Lake Street, Cadillac, MI 49601. (231)775-0181 twaldo@cadillac-mi.net.

Property Owner

Name _____ Phone Number _____
Address _____
Email Address _____

Applicant (if other than property owner)

Name _____ Phone Number _____
Address _____
Email Address _____

Location of Parent Parcel _____
Parent Parcel Tax ID Number _____
Legal Description of Parent Parcel (attach a separate WORD format if necessary) _____

Proposed Division/Split/Transfer

- A. Plat Name _____
B. Number of **new** parcels _____
C. Intended use of property (residential, commercial etc.) _____
D. Proposed Access (street name) _____

Are future land divisions being reserved? YES NO For Whom? _____

**** Make sure your deed includes both statements as required on page 3. ****

Development Site Limitations

- | | | |
|---|-----|----|
| - Does any parcel have lake or river frontage? | YES | NO |
| - Does any parcel include a wetland? | YES | NO |
| - Is any parcel located in a flood plain? | YES | NO |
| - Does any parcel have slopes of 25% or greater | YES | NO |

Describe any existing improvements (structures, well, septic etc.) or natural features on the parent parcel. _____

Describe any proposed improvements, with cost estimates. _____

Required attachments for a Land Division:

- A. A parcel map prepared by a registered land surveyor or professional engineer, with an accurate legal description of the proposed division of the parent parcel showing the following:
 - a. Current boundaries of the parent parcel as of March 1, 1997 and all divisions made after March 31, 1997.
 - b. The proposed land division(s) and boundary dimensions
 - c. Existing and proposed road/street/driveway easements and easements from each parcel to public utility facilities, including legal description and construction design of all streets
 - d. All existing improvements (buildings, structures, well, septic)
 - e. All features listed as a Development Site Limitation (from above)
- B. Legal description for each new parcel
- C. A copy of any reserved division rights in the parent parcel
- D. Any recorded or proposed easements, covenants, deed restrictions, etc.
- E. Application fee (\$50)

Required attachments for Plats:

- A. A preliminary plat map prepared by a register land surveyor or professional engineer shall include an accurate legal description, scale, North arrow, date of preparation, name of plat, and name and address of applicant. It shall show the following:
 - a. Location map, with North arrow, showing all streets and driveways within 100 ft. of the proposed plat
 - b. Boundary dimensions
 - c. Existing and proposed road/street/driveway easements and easements from each parcel to public utility facilities, including legal description and construction design of all streets
 - d. All existing improvements (buildings, structures, well, septic)
 - e. Zoning
 - f. Natural features
 - g. Set aside lands
 - h. Site topography to two (2) foot intervals
 - i. Location, size, dimensions, and buildable area of each lot
 - j. Grading and drainage plan
- B. Any recorded or proposed easements, covenants, deed restrictions, etc.
- C. Application fee (\$200)
- D. Final plat drawings must include any conditions place on such approval, proof of approvals from each of the authorities having jurisdiction as required by Land Division Act, and copies of all permits as may be required by these authorities

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 the officials of the City of Cadillac or the State of Michigan to enter the property for the purposes of inspections. I/We understand that this is only a parcel division/split/transfer, which conveys only certain

right under the applicable local land division ordinance and the State Land Division Act and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinances, deed restriction or other property rights. I/We understand that local zoning ordinances and state acts change from occasionally. If changed, the division/split/transfer made here must comply with the requirements in effect at the time of division/split/transfer, unless deeds representing the approved divisions are recorded with the Register of Deeds of 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 _____

Applicant Signature _____ Date _____

NOTE: Applicant is responsible for all building permits on the above-mentioned parcels.

Land Division Application Deed Statements

MI Public Acts 87, 1997; 5911 of 1996; 288 of 1967, 222 or 1943; 285 of 1931.

A person shall not sell a parcel of unplatted land unless the deed contains a statement as to whether the right to make further divisions, exempt from the platting requirements Act 87, 1997 under Section 108, is proposed to be conveyed. This statement shall be in substantially the following form:

“The grantor grants to the grantee the right to make (insert number) divisions under section 108 of the land division act, Act 87 of the Public Acts of 1997.”

In the absence of a statement conforming to the requirements of this subsection, the right to make such divisions stays with the remainder of the parent tract or parent parcel by the grantor.

All deeds for the parcels of unplatted land within the State of Michigan after October 1, 1997 shall contain the following statement:

“This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which generate noise, dust, odors, and other associated condition may be used and are protected by the Michigan right to farm act.”

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Internal Use Only

Description of Land Division _____

Reviewer Action

Approved: Conditions (if any) _____

Denied: Reasons cite section(s) _____

Reviewer Signature _____ Date _____

Sent to: Owner _____ Assessing _____ Engineering _____