



UNPLATTED PARCEL DIVISION APPLICATION

You **MUST** answer all questions and include all attachments, or this will be returned to you. Bring or mail to the City of Hancock at the above address. Please contact City Assessor, Laura Erhart at (906)358-0504 with any questions.

Approval or a division of land is required before it is sold when a new parcel is less than acres and not just a property line adjustment (MCL 560.102 (e) and (f)). Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.

Please be advised that all divisions will require an adequate and accurate legal description of the parent, child, and parent parcel without the child attached to this application. PLEASE ALLOW 45 DAYS FOR APPROVAL.

TWO COPIES OF THE APPLICATION AND ALL SUPPORTING DOCUMENTS ARE REQUIRED.

1. **Location of property to be split:** _____
2. **Parent parcel identification number:** _____
3. **Property owner information:**
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
4. **Proposed division(s) to include the following:**
 - A. Number of new Parcels _____.
 - B. Intended use (residential, commercial, etc.) _____
 - C. Each proposed parcels if 10 acres or less, has a depth to width ratio of 4 to 1
 - D. Each parcel has a width of _____ feet (not less than required by ordinances)
 - E. Each parcel has an area of _____ acres (not less than required by ordinances)
 - F. The division of each parcel provides access as follows: (check one)
 - a) Each new division has frontage on an existing public road
Name of road: _____
 - b) A new public road, proposed road name: _____
 - c) A new private road, proposed road name: _____
5. **Describe or attach a legal description for each proposed new parcel and remaining parent parcel. This provision must be provided, or application will be denied.**

6. **Future Divisions** being transferred from the parent parcel to another parcel. Indicate number transferred _____ . See section MCL 560.109 (2) of the statute. Make sure your deed includes both statements as required in MCL 560.109 (3) and (4) of the statute.)
7. **Attachments** – All the following attachments must be included. Letter each attachment as show:
 - A. An adequate and accurate scale drawing for the proposed divisions (s) of the parent parcel showing:
 - 1) Current boundaries (as of March 31, 1997)
 - 2) All previous divisions made after March 31st, 1997 (indicate when made or none)
 - 3) The proposed division (s), and
 - 4) Dimensions of the proposed divisions, and
 - 5) Existing and proposed road easement right-of-way (s), and
 - 6) Easements for public utilities from each parcel that is a development site to existing public utility facilities, and
 - 7) Any existing improvements (buildings, wells, septic system, driveways, etc.)
8. **Improvements** – Describe any existing improvements (buildings, well, septic, etc., which are on the parent parcel or indicate none)
9. **Local requirements** – Please contact the local zoning official for local requirements.
10. **Affidavit** and permission for the municipal, county, and state officials to enter the property for inspections:

I agree the statement made above are true, and if found not to be true this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided with this parent parcel division. Further, I agree to give permission for officials of the municipality to enter the property where a parcel division conveys only certain rights under the applicable local land division ordinance and the State Land Division Act and does not include any representation or conveyance of rights.

Finally, even if this division is approved, understand local ordinances and acts change from time to time, and if changed the divisions made here must comply with the new requirement. (Apply for division approval again) unless deeds representing the approval divisions are recorded with the Register of Deeds or the division is built upon before the changes to the law are made.

Property Owner's or Agents

Signature: _____ **Date:** _____

Return Completed Application To:
 City Manager
 City of Hancock
 399 Quincy Street, Hancock, MI 49930

For official use only: Reviewers Actions:

Applications: Approved Denied Date: _____

Signature: _____

Laura Erhart, Assessor

Parent Parcel Number: _____

Child Parcel Number: _____