



## BENONA TOWNSHIP

7169 W. Baker Road  
Shelby, MI 49455  
(231) 861-2154  
FAX (231) 861-7095

---

### Land Division Application Checklist

Please provide the following documents to the Zoning Administrator for Land Division Requests

Parcel #: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

_____	Land Division Application
_____	Fee - \$75 / Split
_____	Survey of New Parcels
_____	Legal Descriptions for New Parcels
_____	Tax Certificate from Oceana County
_____	Other

Submit All Paperwork to:

Benona Township Zoning Administrator  
7169 W. Baker Rd.  
Shelby, MI 49455  
(231) 861-2154

Date Received by ZA: \_\_\_\_\_  
Date Application is Complete: \_\_\_\_\_  
Date Presented to Planning Commission: \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Date Certificate Mailed to:  
Owner: \_\_\_\_\_  
Assessor: \_\_\_\_\_

BENONA TOWNSHIP  
7169 W. BAKER RD  
SHELBY, MI 49455  
1-231-861-2154

## LAND DIVISION APPLICATION

1. Names of all owners and their addresses of parent parcel(s) to be split:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name of owner or agent to be contacted regarding this application: \_\_\_\_\_

\_\_\_\_\_

3. Parent Parcel ID # \_\_\_\_\_  
Legal Description of Parent Parcel (attach extra sheets if necessary). \_\_\_\_\_

\_\_\_\_\_

Address of parent parcel: \_\_\_\_\_

4. Information regarding proposed division(s):

A. Number of new parcels after proposed division(s): \_\_\_\_\_

B. Intended use of new parcels(s): \_\_\_\_\_

\_\_\_\_\_

- C. Access from each new parcel to an existing public road will be: (Must check one.)

\_\_\_\_\_ Each new parcel will have frontage on an existing public road.

\_\_\_\_\_ Owner will construct a new public road, with the following name: \_\_\_\_\_

\_\_\_\_\_ Owner will construct a new private road, with the following proposed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Each parcel will have a separate recorded driveway easement. (Cannot service more than one new parcel) Thirty foot access required under Benona ordinance.

5. Future Divisions:

A. Is the owner making all the divisions that are now allowed by law for the parent parcel: Yes \_\_\_\_\_ No \_\_\_\_\_. If not how many regular divisions (not bonus) are allowed for the parent?

B. If there remain future divisions that still may be made, is the right to make future divisions being transferred from the parent parcel to any other parcel?  
Yes \_\_\_\_\_ No \_\_\_\_\_, or Not Applicable \_\_\_\_\_. If yes, identify the other parcel that is being transferred future division rights:  
\_\_\_\_\_

(See Section 109(2) of the Michigan Land Division Act, as amended. Make sure your deed includes both statements as required in Section 109(3) and 109(4) of the statute.

6. Parent parcel site information: Check each condition below that exists upon any portion of the parent parcel:
  - A. \_\_\_\_\_ Is in a state or local government designated critical dune area.
  - B. \_\_\_\_\_ Has lake or river frontage.
  - C. \_\_\_\_\_ Is effected by a great lake high risk erosion setback.
  - D. \_\_\_\_\_ Includes wetland area.
  - E. \_\_\_\_\_ Is within a flood plain.
  - F. \_\_\_\_\_ Includes slopes of more than 33 1/3 percent.
  - G. \_\_\_\_\_ Is known to have an abandoned well, underground storage tank, or contaminated site (soils).
7. Status of property taxes and assessments: Land Division Tax Certification from Oceana County Treasurer's Office required to show Taxes are current/paid.
8. Required attachments to this Land Division Application: Each of the attachments listed below must be included in order for this Land Division Application to be reviewed and considered for approval.
  - A. A complete and accurate legal description of each new proposed division(s), and each new proposed easement or road or shared driveway.
    1. A survey, sealed by a professional surveyor, of the proposed division(s). or
    2. A map/drawing of the proposed division(s) of the parent parcel. Any existing structure shall be shown on the map. No portion of any parent parcel structure shall be allowed to violate setbacks from property lines of the proposed new parcels. Check your district that the parent parcel is located within Benona Township. Scale not to be smaller than 1/40.
  - B. The survey or map must contain the following information to comply with the Land Division Act application.
    1. The boundaries of the parcel as they existed as of March 31, 1997.
    2. Any previous divisions made of the parent after March 31, 1997. (Indicate when such divisions were made or if no such divisions were made).
    3. The location of the proposed division(s), new property lines.
    4. The dimensions of the proposed divided parcels.
    5. The location of existing or proposed roads or driveways, or easements.
    6. The location of any existing or proposed easements for public utilities from each parcel to existing public utilities.
    7. The location of any existing structures, wells, septic systems, etc.
    8. Proposed new property lines must meet building setbacks for each district.
  - C. If the parcel is not accessible from an existing improved or seasonal Oceana County road a document from the Ocean County Road Commission indicating the existence of a County Road right of way that can be utilized to gain access to the parent and/or proposed parcels.
  - D. A copy of the deed, land contract memorandum or other recorded instrument in which the owner(s) obtained title to the parent parcel.

NOTE: The lot depth of each proposed parcel cannot be greater than four times the width. STATE STATUTE 1:4 ratio.

If the parcel has a PRE, a new application for the Parent or Split parcel will be required by the home owners due to the new Parcel numbers that will be issued.

If you are retaining part of this Land Division and the parcel is under Qualified Ag. A new application for the Parent or Split parcel will be required.

Statement of the owners: I agree that the statements made above are true, and if found not to be true this application and any approval based upon this application will be void. I agree to comply with the conditions and regulations applicable to this application and applicable to the parent parcel division. I hereby give permission for officials of Benona Township to enter the property at reasonable times where the parcel division is being proposed for purposes of inspection to verify that the information on the application is correct. I further understand that any approval granted by the Township with respect to this Land Division Application applies only to the Township's Land Division Ordinance, the Township's Zoning Ordinance, and the State Land Division Act (formerly the Subdivision Control Act as amended). I understand that approval of this Land Division Application does not include any representation or conveyance of rights in any other statute, building code, deed restrictions or other property rights. Finally, even if this division is approved, I understand that zoning, local ordinances, and State Acts change from time to time, and if changed the divisions made here must comply with any applicable new requirements. Therefore any approved parcel divisions are valid only if deeds, land contracts, leases, etc. are recorded with the Register of Deeds for Oceana County within one year from the date of the Land Division Application approved as noted below.

Signature of current property owners:

\_\_\_\_\_ Dated: \_\_\_\_\_

\_\_\_\_\_ Dated: \_\_\_\_\_

A fee payable to Benona Township in the sum of \$75.00 per requested split.  
.....

The foregoing application is: approved \_\_\_\_\_ denied \_\_\_\_\_ because \_\_\_\_\_

NOTE: An approved Land Division Application is valid for one year from date below. Expired approved applications must be resubmitted.

Signatures of Board of Planning Commissioners:

X \_\_\_\_\_ X \_\_\_\_\_

X \_\_\_\_\_ X \_\_\_\_\_

X \_\_\_\_\_ Dated: \_\_\_\_\_

Information reviewed by Zoning Administrator for applicable Township ordinance compliance.

X \_\_\_\_\_ Date: \_\_\_\_\_





**OFFICE OF THE OCEANA COUNTY TREASURER**

*Mary Lou Phillips, County Treasurer*

P.O. Box 227  
Hart, Michigan 49420

Phone: (231) 873-9880

Email: mphilips@oceana.mi.us

Fax: (231) 873-1901



**Land Division or Property Combinations Tax Certification Request for Taxpayers**

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner City, State, Zip: \_\_\_\_\_

**For Land Divisions:**

Parent Parcel ID Number: \_\_\_\_\_

Property Address, City, Zip: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Property Address, City, Zip: \_\_\_\_\_

**Assessor may request tax certification on parcel combinations. If so, please provide:**

Parcel ID Number: \_\_\_\_\_

Property Address, City, Zip: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Property Address, City, Zip: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Property Address, City, Zip: \_\_\_\_\_

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\$5.00 Certification fee per parcel payable to Oceana County Treasurer by check, cash, debit or credit card.**

*Betty L. Ploot*  
*Chief Deputy Treasurer*