

**ASSESSORS OFFICE**  
7200 S. HURON RIVER DRIVE  
YPSILANTI, MICHIGAN 48197

**PARCEL ID NUMBER APPLICATION FOR SUBDIVISION AND CONDOMINIUMS**

This form is designed to comply with applicable local zoning, land division ordinances.

The applicant **MUST** answer all questions and include **ALL** attachments, or this application will be returned with no further action. Bring or mail to the Assessor's Office two (2) copies of the final plat, all drawings/surveys and attachments. (ie: engineering plans)

Parcel ID Application: Subdivision and Condominiums	<u>Application Fees</u>
100 Lots/Sites or Less	\$300.00
101 Lots/ Sites and over	\$500.00

**1. LOCATION** of parent parcel to be divided:

Address: \_\_\_\_\_ Road Name: \_\_\_\_\_

Parent Parcel #(s): \_\_\_\_\_

**2. PROPERTY OWNER:**

Name: \_\_\_\_\_ Phone No.: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Road Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**3. APPLICANT INFORMATION** (if not property owner, need letter of authorization as agent)

Contact Person's Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: (\_\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**4. PROPOSAL** - Describe the division (s) being proposed:

1. Number of new parcels to be created: \_\_\_\_\_

2. Intended use (residential, commercial, etc.) \_\_\_\_\_

3. Attach a legal description for *the remaining portion of the parent parcel that is not part of the subdivision or condominium unit.* (Two separate descriptions added together are not acceptable.)

4. Name of Plat or Condo Plan Officially recorded with the State:

\_\_\_\_\_

5. Name in which development is being Marketed:

\_\_\_\_\_

**5. FUTURE DIVISIONS (Skip to #6 if entire parcel is being developed)**

1. Number of future divisions that **are not included in this application?**

# of divisions \_\_\_\_\_

2. The number of future divisions being transferred from the parent parcel to another parcel?

# of divisions \_\_\_\_\_

3. Identify the other parcels \_\_\_\_\_  
(See section 109(2) of the Statute. Make sure your deed includes both statements as required in section 109(4) of the Statute.)

4. Is this subdivision to be divided into phases? \_\_\_\_\_

5. What phase is this division? \_\_\_\_\_

**6. DEVELOPMENT SITE LIMITS:**

Check each that represents a condition, which exists on the parent parcel of any part of the parcel:

- \_\_\_\_\_ Includes a wetland.
- \_\_\_\_\_ Is property within a flood plain.
- \_\_\_\_\_ Includes slopes more than twenty five percent or steeper.
- \_\_\_\_\_ Is on muck soils or soils known to have severe limitation for on site sewage systems.
- \_\_\_\_\_ Is known or suspected to have an abandoned well, underground storage tank or contaminated.

**7. ATTACHMENTS:**

*Please Note: The Charter Township of Ypsilanti has 45 days after filing to approve or deny a proposed division if all of the following requirements are met (Sec 109 of PA 591)*

**A.** A certified survey, sealed by a professional surveyor at a scale of no less than 1" = 200' of proposed division(s) of parent parcel; **the survey or map must show all of the following:**

- (1) Current boundaries (as of March 31, 1997)
- (2) All previous divisions made after March 31, 1997 (indicate when made or none)
- (3) The proposed division(s) and the Dimensions of the proposed divisions
- (4) Existing and proposed road/easement rights-of-way
- (5) Easements for public utilities from each parcel to existing public utility facilities
- (6) Any existing improvements (buildings, wells, septic system, driveways ..)
- (7) Show existing improvements distance from parcel boundaries.

**ALSO TO BE INCLUDED ARE:**

- (a) Each resulting parcel must have an adequate and accurate legal description.
- (b) Each resulting parcel is included in a tentative parcel map showing parcel areas, parcel widths, parcel depths, parcel lines, public utility easements, and accessibility (road, etc).
- (c) Each resulting parcel smaller than ten (10) acres has a depth of not more than four (4) times the width.
- (d) Each resulting parcel has a width and an area not less than required by the Township Zoning Ordinance.
- (e) The division meets all Section 108, PA 591 requirements (number of resulting parcels).
- (f) Each resulting parcel that is a development site must have the following: adequate public utility easements from parcel to existing facilities.

\_\_\_\_B. Copy of Plat (by phase if being divided by phases)

\_\_\_\_C. Copy of Subdivision Layout

\_\_\_\_D. A Total Fee of \$\_\_\_\_\_ is included with this application.

\_\_\_\_E. Proof of ownership and/or letter of authorization as agent. (Deed)

\_\_\_\_F. Township Final Plan approval

**All taxes must be current.**

**IMPROVEMENTS:** Describe any existing improvement (buildings, well, septic, etc.) which are on the parent parcel or indicate none (attach extra sheets if needed):

---



---



---

**AFFIDAVIT** and **PERMISSION** for municipal, county and state officials to enter the property for inspections:

**I/We hereby agree** that the statements made above are true, and if found not to be true this application and any approval will be void.

**Further,** I/We agree to comply with the condition and regulations provided with the parent parcel division.

**Further,** I/We agree to give permission for officials of the municipality, county and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify that the information of the application is correct at a time mutually agreed with the applicant.

**Further,** I/We understand this is only a 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 1967, as amended (particularly by P.A. 591 of 1996), MCL 560.101 et.seq.), and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

**Further,** I/We understand that all existing special assessments will remain with the parent parcel or may be paid in full before the land division is approved. I/We also understand that taxes will not be prorated by the Treasurer's office.

**Further,** I/We hereby request approval for the Charter Township Assessors Office and the Community and Economic Development Department to divide and/or combine the parcel(s) as described herein and to change the Township assessment roll accordingly.

**Further,** I/we am/are the legal owner(s) and prospective purchaser(s) of the parcel(s) described herein, and to the best of my/our knowledge, the decision of land requested does not violate the State land Division Act (PA 591 of 1997, as amended), and it is understood that approval to divide this parcel does not change the obligations of present or future owners to comply with all of the applicable ordinances of the Charter Township of Ypsilanti.

**Finally,** even if this division is approved, I/we understand zoning, local ordinances and State Acts change from time to time, and if changed, the divisions made here must comply with the new requirements unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to the law are made. (If the above is not accomplished I/We realize there will be a need for the land division to be processed again.)

**Property owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

\*\*\*\*\*

**Reviewer's Action:** Total \$ \_\_\_\_\_  
Receipt No. \_\_\_\_\_

Number of divisions allowed by Statute: \_\_\_\_\_ Number of divisions requested: \_\_\_\_\_

\_\_\_\_\_ **Approved:** Conditions, if any: \_\_\_\_\_

\_\_\_\_\_ **Denied:** Reasons (§): \_\_\_\_\_