Girard Township Land Division Application

Under authority of Public Act 288 or 1967, as amended

Approval of a division of land is required before it is sold, when the new parcel is less than 40 acres and not a property line adjustment. Please fill out the following application for consideration of a land division and send to: **Girard Township, 1009 Marshall Rd, Coldwater, MI 49036; 517-279-2323.**

Owner's Name: _____
Street Address: _____
City/State/Zip: _____
Email: _____
Date of Application: _____ Phone Number: _____ _____

1. Tax Identification Number of Parcel to be divided: _____
   Property address: _____
   Request for Division(s):
   a. Number of new parcels (attach descriptions for both new & old parcels): _____
   b. Intended Use: _____
   c. Proposed parcel's (if < than 10 acres), width to depth ratio: _____ to _____ (max 1 to 4)
   d. Proposed parcel's (if > 10 acres) width_____, depth_____(not < req./zoning)
   e. Proposed parcel's total acreage_____(not < req./zoning)
   f. Road Access will be provided by: (check one or more)
      1. Existing public road_____
      2. New public road (attach new description)_____
      3. New private road or easement (attach new description)_____

2. History of parent parcel:
   a. Number of divisions since 3/31/1997 _____
   b. Other divisions, approval number _____ and _____
   c. Enrolled in any farmland programs (list if yes) _____

3. Division rights: (see section 109 of the Statute, deeds must include both statements as required)
   a. Retained by parent parcel_____
   b. Transfer of division rights (see attached form # 3278 or on line @ michigan.gov/treasury) to_____ by conveyance dated: _____

4. Development Site Limits:
   a. Waterfront property (river, lake, pond etc.)_____Includes a beach_____
   b. Is within a flood plain _____Includes wetlands_____
   c. Is on muck or soils known to have severe limitations for on-site sewage system_____

5. Required attachments:
    a. Copy of deed, if not a part of the township's records.
    b. Survey map or other 1" = 200' drawing in compliance with the Township's Land Division Ordinance showing:
        1. Current boundaries and any previous divisions made after March 31, 1997.
        2. Proposed division(s) and dimensions.
        3. Existing and proposed roads/easements and public utilities.
        4. Existing improvements (buildings, wells, septic system, driveways, etc) describe:
           _____
        5. Any features mentioned in the above question #4.
    c. Certification from County Treasurer's office that all taxes and special assessment due have been paid for the prior 5 years.
    d. Design approval form from the County Road Commission or MDOT (if applicable).
    e. County Drain Commissioner recommendations (if applicable).
    f. Appropriate application fee of **$ 150.00** for each division. **Make check payable to Girard Township at 1009 Marshall Rd, Coldwater, MI 49036**

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

I agree that statements 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 conditions and regulations provided with this land division. 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 the purpose of inspection. Also, I understand this is only a parcel division which conveys certain rights under the applicable local land division ordinance and the State Land Division Act (formerly the subdivision control act P.A. 288 of 1967, as amended (by P.A. 591 of 1996 and P.A. 87 of 1997), MCL 560.101 et.seq.) and does not include any representation or conveyance of rights in any other state zoning ordinance, deed restrictions or other property rights. Finally, even if this division is approved, I understand local ordinances and state acts change from time to time, and if changed and the divisions made do not comply with the new requirements, unless deeds representing the approved divisions are recorded with the Register of Deeds or built upon before the changes to the laws are made, application for division approval must be made again.

PROPERTY OWNER'S SIGNATURE: _____Date:_____

I have reviewed the applicable section(s) of the Township Zoning Ordinance and believe that the parcel(s) requested to be divided will comply with all current lot requirements and that subsequent construction can comply with all lot development standards.

Applicant Signature: _____Date: _____

FOR OFFICE USE ONLY: Parcel #_____

Total Fee: _____ Check #_____ (mailed to Township Clerk)_____

Date received: _____ Date official request begins: _____
(Note: The law states that action must be sent in 45 days from the time that the owner's application has satisfactorily met all the requirements indicated in this application).

Review by Zoning Administrator:

1. Is request signed by the OWNER? Yes_____ No_____(If no, request is DENIED).
2. Has the OWNER provided all of the necessary attachments listed above with a reasonable sketch of the existing property and showing the requested SPLIT(s) with all the dimensions clearly indicated for the property lines?
   Yes_____ No_____ if no describe what the owner needs to provide before review by the Assessor _____
   _____
   _____
3. Does the owner's request meet with all local zoning requirements? Yes_____ No _____

Signed: _____ Date: _____
Jessika Cole, Township Zoning Administrator

Review by Assessor for compliance with the LAND DIVISION ACT as of April 1997:

1. Did the owner supply the PARENT PARCEL ID #? Yes_____ No_____
2. Did the owner include a complete legal description for all parcels? Yes_____ No_____
3. Did the owner provide a legible sketch of the requested divisions? Yes_____ No_____
4. Does the sketch show the requested divisions property lines clearly marked with dimensions?
   Yes_____ No_____
5. Certification from County Treasurer's office: Yes_____ No _____
6. Does the requested division (s) meet all the requirements of the 1997 LAND DIVISION ACT? ____

Signed: _____ Date: _____
Marcia A. Bail, MAAO III, Township Assessor

This request is: **APPROVED _____** **APPROVAL DENIED _____**
If approved, Assessor distributes copies to: If denied, reason(s) listed & returned to owner:
xc: Branch Co. GIS
Property Owner
file

Rev: 10/08/2026