



Division of Parcel Involving New Road or Easement to a Road

Pursuant to Section 902 of the Manistee County Subdivision and Condominium Control Ordinance of March 1987, as amended.

When completed, mail or deliver to the Manistee County Planning Department (415 Third Street, Courthouse, Manistee, Michigan 49660; (231)723-6041) AND to the respective township or village clerk for where the proposed lot is located. Review takes place at the next regular meeting of the County Planning Commission (fourth Thursday of the month). This form should be received a week prior to the meeting to be on the next meeting agenda. The Commission makes a recommendation to the respective township or village board. They take final action.

1. Location of parcel to be split with new road or easement to an existing road:

Address: _____ Road Name: _____

Parcel Number: 51- _____ - _____ - _____

Legal Description of Parcel: _____

Township or Village Name: _____

2. Property Owner Information:

Name: _____ Phone: (____) _____ - _____

Address: _____ Road Name: _____

City: _____ State: _____ Zip Code _____

3. Applicant Information (if not the property owner):

Contact Person's Name: _____

Business Name: _____ Phone: (____) _____ - _____

Address: _____ Road Name: _____

City: _____ State: _____ Zip Code _____

When the county and municipality (township or village clerk) receive this form and all attachments, the following will happen:

- A. The County Planning Department staff will review the proposal. Planning staff and a representative from the Manistee County Road Commission (or village street administrator) will go see the parcel to be divided. Others, if needed, may also make a site inspection: such as DNR sand dune, erosion, flood specialists. A written staff report is prepared incorporating each department's findings.
- B. The Planning Department staff's written staff report is presented to the Manistee County Planning Commission at their next regular meeting. The Commission acts by making a recommendation to the municipality (village or township).
- C. The municipality may send this form to its zoning administrator or zoning board to review the proposed split against any municipal ordinances (zoning, land division, road access, etc.).
- D. Within 40 days the County Planning Commission, zoning administrator or zoning board if they reviewed it, must report a recommendation to the municipality governing body for final action.
- E. At the next regular meeting of the municipal governing body action is taken to approve or disapprove the lot split, in writing.
- F. It is wise to record the written approval, along with your deed, with the Manistee County Register of Deeds office.

4. Will the division of the parcel provide access to an existing public road by
 _____ A new public road. Proposed road name _____
 _____ A new private road. Proposed road name _____
 _____ A recorded easement (driveway). (Can not service more than two potential sites.)
 (Road name can not duplicate an existing road name.)

5. Attach a drawing of the parcel showing its current boundaries and the proposed division(s) and road/easement right-of-way(s).

6. Write or attach a legal description of the proposed new road or easement: _____

7. Why is the lot being proposed to be split (future uses and sales)? _____

8. Describe any improvements which are on the lot, or indicate none. _____

9. List drawings and other attachments to this application: (Number the drawings and attachments, starting with number one.)
 _____ A scaled sketch of the parcel
 _____ A survey of the parcel
 _____ A legal description of the proposed new road or easement
 _____ Fee of \$105 made out to "Manistee County"
 _____ Other, if needed

10. Affidavit and permission for county and state officials to enter the property for inspections:
 I agree the 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 the conditions and regulations provided with this parcel division involving a new road. Further, I agree to give permission for officials of Manistee County and the State of Michigan to enter the property where this parcel division involving a road is proposed for purposes of inspection. Finally, I understand this is only a parcel division involving a new road which conveys only certain rights under Section 902 of the Manistee County Subdivision and Condominium Control Ordinance of March 1987, as amended, and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

Applicant's Signature: _____ Date: _____
 and
 Property Owner's Signature: _____ Date: _____
 [staffsplitroad.app]