

# Woodstock Township

6486 Devils Lake Hwy  
Addison MI 49220  
1 (517) 547-6598

Received:  <b>DATE STAMP HERE</b>
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## APPLICATION FOR LAND DIVISION / COMBINATION / ALTERATION

Applicant Information (Owner Authorization Required)		Owner Information (if different)	
Name		Name	
Address		Address	
City, State, Zip		City, State, Zip	
Phone No.	E-mail Address	Phone No.	E-mail Address

Property Information	Parent Parcel Number(s) (Original)
Property Address	Property I.D. No:
Total Acreage	Property I.D. No:
	Property I.D. No:
Subdivision (if applicable)	Property I.D. No:

**THE FOLLOWING ACTION IS HEREBY REQUESTED BY THE APPLICANT: (Please Check all Applicable Boxes)**

DIVISION / SPLIT	<input type="checkbox"/>	MASTER DEED	<input type="checkbox"/>
COMBINATION	<input type="checkbox"/>	BOUNDARY TRANSFER	<input type="checkbox"/>
PLAT	<input type="checkbox"/>	DESC CORRECTION	<input type="checkbox"/>

Please note that the attached "Application Check-list" must be completed, signed, and submitted along with this application before anything will be processed.

Courtesy Splits / Combinations must be timely filed and must be similar in their property classification.

Applications approved after May 15th, will be processed after the July 1st Tax Bills are paid in full.

Applications approved after October 15th, will be processed after the current year Winter Tax Bills are paid in full.

Resulting Parcels	Rate	Units	Fee
1st	\$125.00	1 - 4	\$25.00 (Each)
2 - 4 (Additional)	\$75.00 (Each Additional)	5 - 40 (Additional)	\$10.00(Each Additional)
5+	\$50.00 (Each Additional)	5+	\$5.00 (Each Additional)

Applicants Signature	Title (Owner/Agent/Other)	Date
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This Section for Official Use Only				Date	Signatures
<b>Zoning Administrator's Action</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> N/A	_____	_____
<b>Assessor's Action</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> N/A	_____	_____
<b>Township Board Action</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> N/A	_____	(Attach Minutes for File)

MCL 560.109 (1) A municipality shall approve or disapprove a proposed division within 45 days after the filing of a complete application for the proposed division with the assessor or other municipally designated official.

## APPLICANT CHECK LIST

- Copy of Receipt      Application Fee Paid**
  
- Copy of Receipt      Address Fee Paid (If Necessary)**
  
- A-1      Parent Parcel Property Survey / Descriptions** on 8.5 X 11 Paper  
**Including:** (Existing Property Configurations Labeled as "A-1, B-1, C-1,...")  
Legal Descriptions should be labeled in a similar manner  
Parcel Dimensions, Tax ID. No.'s, Addresses, and Roads  
Buildings and Land Improvements-(Locations & Setbacks)  
Area Calculations should clearly reflect Gross, Net, Actual, and Proposed.  
County Drains, Floodways & Floodplains, Utility & Access Easements, and ROW's
  
- A-2      Child Parcel Property Survey / Descriptions on** 8.5 X 11 Paper  
**Including:** (New Property Configurations Labeled as "A-2, B-2, C-2,...")  
Legal Descriptions should be labeled in a similar manner  
Parcel Dimensions, Addresses, and Roads  
Buildings and Land Improvements-(Locations & Setbacks)  
Area Calculations should clearly reflect Gross, Net, Actual, and Proposed.  
County Drains, Floodways & Floodplains, Utility & Access Easements, and ROW's
  
- Revised Forms      P.R.E.- Principle Residence Exemption Forms**  
Be aware that PRE's are specific to the parcel numbers.  
If the original parcel numbers change, the applicant is responsible to **Recind** the Parent (old) number, and to file a new form using the Child (new) parcel numbers.
  
- Copy of Receipt      Proof of Paid Taxes / Special Assessments**
  
- Copy      Release of Lien from Mortgage Company**
  
- Deed      Proof of Ownership or Letter of Authorization (If Requested)**

Please note that the applicant or authorized representative must sign below to acknowledge that the requirements listed on this check list have been satisfied.

The Owner/Applicant understands that any pro-rated Assessed and Taxable Values established by the Assessor are for the purpose of allocating the proportionate share of the current year values for the following year.

MCL 560.109 (1) A municipality shall approve or disapprove a proposed division within 45 days after the filing of a **complete** application for the proposed division with the assessor or other municipally designated official.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Owner/Agent)

## Woodstock Township - Split / Combination Flow Sheet 2017

Parent Parcel(s)- (Original)

Revised : 10-25-2017

Parcel Number	Taxpayer / Owner	Property Address	Class	Acreage	2017 SEV	2017 TV	DDA/Tifa/Base	PRE / QA %
<b>Total</b>					0	0	0	0

Child Parcel(s) (Created and/or Resulting)

Parcel Number	Taxpayer / Owner	Property Address	Class	Acreage	2017 Allocated SEV	2017 Allocated TV	DDA/Tifa/Base	PRE / QA % Revised forms may be necessary
<b>Total</b>					0	0	0	0

### Split / Combination Data Processing Verification

	*****For Internal Use Only*****	*****For Internal Use Only*****	Date	
<input type="checkbox"/>	Application	<input type="checkbox"/> Approved	<input type="checkbox"/> Incomplete	_____
<input type="checkbox"/>	Split / Combination Application Fee	<input type="checkbox"/> Paid	<input type="checkbox"/> Due	_____
<input type="checkbox"/>	Address Fee	<input type="checkbox"/> Paid	<input type="checkbox"/> Due	_____
<input type="checkbox"/>	A-1 Parent Parcel Survey/Desc	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	_____
<input type="checkbox"/>	A-2 Child Parcel Survey/Desc.	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	_____
<input type="checkbox"/>	Recind/Revised PRE Forms	<input type="checkbox"/> Recinded	<input type="checkbox"/> Filed	_____
<input type="checkbox"/>	Proof of Paid Taxes / Special Assessments	<input type="checkbox"/> Paid	<input type="checkbox"/> Due	_____
<input type="checkbox"/>	Release of Lien from Mortgage Company	<input type="checkbox"/> Paid	<input type="checkbox"/> Paid	_____
<input type="checkbox"/>	Proof of Ownership	<input type="checkbox"/> Provided	<input type="checkbox"/> Required	_____
<input type="checkbox"/>	Letter of Authorization	<input type="checkbox"/> Provided	<input type="checkbox"/> Required	_____
<input type="checkbox"/>	Data Input into BS&A	<input type="checkbox"/> Entered	<input type="checkbox"/> Pending	_____
<input type="checkbox"/>	Mapping GIS	<input type="checkbox"/> Entered	<input type="checkbox"/> Pending	_____
<input type="checkbox"/>	Processed File Exported to Government Agencies (City, County, Utilities, Postal Service, etc.....)	<input type="checkbox"/> Entered	<input type="checkbox"/> Pending	_____