

TITTABAWASSEE TOWNSHIP  
LAND DIVISION APPLICATION  
Telephone (989)695-9512 Fax (989)695-5060  
\$100.00 APPLICATION FEE  
Drawings must be submitted with this form

1. Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

2. Present Owner (if different): \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Legal Description of land to be divided:  
a. If recorded lot: Subdivision Name: \_\_\_\_\_  
Lot Number: \_\_\_\_\_ Street Name: \_\_\_\_\_  
b. If division of unplatted land: Metes and bounds legal description (if  
insufficient space, provide an attachment and identify "see attachment".)  
\_\_\_\_\_  
\_\_\_\_\_  
Road frontage name: \_\_\_\_\_

4. Provide a drawing to scale (minimum 1"=20') of proposed or re-dimensioned  
parcels. A sealed survey will eventually be required showing proposed road right  
of way. *Please attach one copy for each division*

Division 1: \_\_\_\_\_ Lot Depth \_\_\_\_\_ Lot Area \_\_\_\_\_ Existing Zoning \_\_\_\_\_  
Division 2: \_\_\_\_\_ Lot Depth \_\_\_\_\_ Lot Area \_\_\_\_\_ Existing Zoning \_\_\_\_\_

5. Existing Land Use: \_\_\_\_\_% Farmland \_\_\_\_\_% Field \_\_\_\_\_% Woodland \_\_\_\_\_  
Proposed use of each parcel: \_\_\_\_\_

6. The undersigned hereby certifies that the information contained in this  
application, together with the supplemental attached drawing(s) and statement  
is/are true and correct and that the undersigned is the owner of the lands as  
described herein.

\_\_\_\_\_  
Applicant Date

<i>Township Use Only</i>		
Date reviewed _____	Approved _____	Disapproved _____
Reason(s) for rejection (if applicable):		
_____		
_____		



## TITTABAWASSEE TOWNSHIP LAND DIVISION REQUIREMENTS

\*\*\*\*\**IMPORTANT NOTE*\*\*\*\*\*

BY STATE LAW, ASSESSORS HAVE 45 DAYS TO APPROVE OR DENY A LAND DIVISION. WE WILL NOT ACCEPT ANY PARTIAL APPLICATIONS. ALL DOCUMENTS MUST BE SUPPLIED AT ONE TIME. REPEATED PHONE CALLS AND OFFICE VISITS WILL NOT SPEED UP THE LAND DIVISION PROCESS. PLEASE FILE FOR YOUR LAND DIVISION EARLY AS TO AVOID ANY COMPLICATIONS WITH CLOSING DATES.

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1. Application signed by the property owner. If a land contracts exists, we will need the signature of the Grantor and the Grantee.
2. Application fee of \$100.00 for EACH parcel you will be creating, not including the original parcel (the remaining parent parcel, if any).
3. Survey and legal descriptions of all new parcels and at least a legal description of the remaining parent parcel if any.
4. All new parcels must meet township zoning for size and shape.
5. Evidence of accessibility for driveway placement. This requirement will consist of a LETTER, from the Saginaw County Road Commission (for county roads) or MDOT (for M-47) which states their approval for driveway access. DOT NOT bring me the actual driveway permit, this will not be sufficient.
6. An informal sketch of all the parcels which show any improvements.
7. Evidence of available utilities. On the informal sketch (#6) show power poles.
8. All taxes which were due and payable at the last billing must be paid in full. If the taxes were not paid at the Township, please include a paid receipt from the Saginaw County Treasurers office.
9. You must indicate if any further divisions rights will be transferred from the parent parcel to any new parcels being created.
10. All parcels must meet the 4:1 depth to width ratio, unless the parcels are OVER 10.00 acres or it is a parcel which will be retained by the original owner.
11. By Township Ordinance, a Sidewalk Agreement must be signed and returned. The Assessor will prepare this document as soon as the legal descriptions have been supplied.

If you have any questions, please feel free to give me a call at 989-695-9512. I'm in the office from 7:30 – 4:30 Tuesdays and Wednesdays or Friday mornings from 7:30 – 11:00 AM.