

*Alcona County Land Division Application*

**This application must be completed in the entirety by the property owner and submitted to the equalization department with all necessary attachments**

**Owner Information**

Owner Name/s: \_\_\_\_\_ Phone(\_\_\_\_)\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_ Phone(\_\_\_\_)\_\_\_\_ - \_\_\_\_\_  
Owner Address: \_\_\_\_\_

**Property Information**

Property Tax ID # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Acreage#: \_\_\_\_\_  
Property Address: \_\_\_\_\_

Are there any Special Assessments on the property? Yes - No  
Did you own this property on March 31<sup>st</sup>, 1997? Yes - No  
Did or do you own any other contiguous property? Yes - No  
Has property been divided since March 31<sup>st</sup>, 1997? Yes - No - Unknown  
If yes, do you have/receive division rights? Yes - No # \_\_\_\_\_  
Are you transferring division rights to the child parcels? Yes - No  
If so, please describe & file Form L-4260A:

\_\_\_\_\_  
\_\_\_\_\_

Please describe requested split:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the entire parcel(s) have any buildings or land improvements? Yes - No

**If yes, the location of all buildings, well, septic, and other improvements must be noted on the scaled parcel sketch!**

County and Township officials have 45 days after receiving a *COMPLETE & ACCURATE* application to approve or deny the land division application. Any revisions made to the land division after approval will require a new application & payment of fees. Approval may be contingent on additional conditions being met. Approval of this application does not guarantee parcels being suitable for building.

*Over*



There are several required attachments that **MUST** be submitted with this application

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- \_\_\_\_\_ 1. Scaled map &/or survey including:  
Current Property Boundaries  
Proposed Divisions  
Existing & Proposed road easements & Right of Way's  
Location of all buildings, well, septic, driveways, etc

**2. Legal Descriptions for:**

Child Parcels  
Remaining Parcel

- \_\_\_\_\_ 3. Approval from the Alcona County Road Commission or MDOT for each proposed new road, easement, &/or shared driveway.
- \_\_\_\_\_ 4. Soil Evaluation / Septic & Well permit from the Alcona County Health Department for each proposed parcel being 1 Acre or Less in size.
- \_\_\_\_\_ 5. Completed Form L-4260A if owner is transferring rights to make a division to a child parcel. Deeds require correct # of division rights in order to formally Transfer division rights.
- \_\_\_\_\_ 6. Check payable to the Alcona County Equalization.  
\$100.00 **Per Child Parcel** if metes & bounds  
\$50.00 **Per Child Parcel** if Subdivision

**All Property Taxes and special assessments must be paid in full.**

**The owner and undersigned has read and completed this application in its entirety and has attached all required documentation.**

**Owner Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

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**Office Use Only!!!**

Date Application Received \_\_\_\_\_

Is Application Complete with Attachments Yes - No

Received By: \_\_\_\_\_

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*Land Division Clerk Worksheet*

-----**Parent Parcel**-----

Parcel # \_\_\_\_\_  
Acreage: \_\_\_\_\_ # of Division Rt's: \_\_\_\_\_  
Are any Divisions being transferred to child parcels? Yes - No  
Describe: \_\_\_\_\_  
Taxes Paid? \_\_\_\_\_ Application Verified by \_\_\_\_\_

-----**Parent Tract**-----

Parcel # \_\_\_\_\_  
Parcel # \_\_\_\_\_  
Parcel # \_\_\_\_\_  
Parcel # \_\_\_\_\_  
Tract Acreage: \_\_\_\_\_ # of Division Rt's: \_\_\_\_\_  
Are any Divisions being transferred to child parcels? Yes - No  
Describe: \_\_\_\_\_  
Taxes Paid? \_\_\_\_\_ Application Verified by \_\_\_\_\_

-----**Child Parcel**-----

Parcel # \_\_\_\_\_  
Parent Parcel # \_\_\_\_\_  
Acreage: \_\_\_\_\_ # of Division Rt's transferred \_\_\_\_\_  
Taxes Paid? \_\_\_\_\_ Application Verified by \_\_\_\_\_

-----**Remaining Parent Parcel**-----

Remaining Parcel # \_\_\_\_\_  
Retired Parcel # \_\_\_\_\_ #Ac \_\_\_\_\_  
Child Parcel # \_\_\_\_\_  
Child Parcel # \_\_\_\_\_  
Child Parcel # \_\_\_\_\_  
Child Parcel # \_\_\_\_\_  
Child Parcel # \_\_\_\_\_  
Acreage: \_\_\_\_\_ Original # of Division Rt's \_\_\_\_\_  
Rt's Used \_\_\_\_\_ Rt's Transferred \_\_\_\_\_  
# of Division Rt's Remaining \_\_\_\_\_  
Taxes Paid? \_\_\_\_\_ Application Verified by \_\_\_\_\_

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