



Community Development

Land Changes in Cadillac

We realize the process of requesting a street or alley vacating, combining property, or dividing properties can feel confusing, so we wanted to lay out the steps to help you get started here in Cadillac.

If you'd like to apply for a land change, your first step is to submit a complete Land Application to the Community Development Department. Vacating property or amending a plat requires Planning Commission and City Council Approval and applications must be received at least 40 days before the next scheduled Planning Commission meeting to ensure your request is considered. The Planning Commission meets the fourth Monday of each month at 6:00pm.

Your application should include a narrative describing why you're requesting the land change, the intended use of the property if the request is approved, and how it may affect neighboring properties or the community. A site plan is also needed, please see the application to verify if a survey is required. If City staff or the Planning Board need more information about your property or neighboring areas, they may ask for it as part of their review. Land changes cannot cause the new lots to become nonconforming with the zoning standards. If you believe a variance from the Zoning Ordinance might be needed, please note that such exceptions require approval from the Cadillac Zoning Board of Appeals.

Once your application is received, City staff will review it to make sure all the required documents and information are included. Most applications will require a public hearing, and the City will notify nearby property owners about your request, and an official notice will appear in the Cadillac News and in your mailbox at least 15 days before the public hearing. At the Planning Commission meeting, both you and your neighbors will have an opportunity to ask questions and share comments. The Planning Commission will then consider your request and make a recommendation. The final decision for vacations is made by the City Council, which also holds a public hearing for residents to speak before voting.

Before you submit anything formally, we suggest having a preliminary conversation with the Community Development Department. They can answer questions, walk you through requirements, and advise if additional reports—like traffic or utility studies—might be necessary.

If you have questions or want to talk through your request, please reach out to the Community Development Department. We're here to help and want to make the process as simple as possible for you.

Sincerely,

Theresa Waldo MM
Community Development Director
City of Cadillac
twaldo@cadillac-mi.net

This application includes:

- Street Vacation \$300
- Property line adjustments or land division \$200 for platted and \$50 for non-platted

This includes properties in a plat, subdivision, exempt splits and property transfers.

Applicants are advised to consult with staff and/or the City Zoning Ordinance before proceeding with land transfers to ensure that the resulting lots will comply with the standards of the ordinance, pursuant to require lot area and required building setbacks. No land transfer, combination, or split shall result in nonconformity with the requirements of the Zoning Ordinance. Variances from the requirements of the Zoning Ordinance require approval by the Zoning Board of Appeals. All questions can be directed to Theresa Waldo, Community Development Director, at twaldo@cadillac-mi.net or (231)779-7325.

Step by Step Guide

1. Complete application submitted to Community Development Department with payment and all supporting documentation listed on the application.
2. Staff review takes place.
 - 2 a. For a Land Division that is not platted, the zoning administrator must complete their review within 45 days of receipt of the complete application per ordinance Chapter 20: Land Divisions and Subdivisions. The zoning administrator may review and approve, approve with conditions, or deny the land division application.
 - 2 b. Street Vacation departmental review includes a legal review, which could require an additional 5 business days.

***Lot Combinations and non-platted land division applicants skip to step 6.**

3. Street Vacations and Platted Land Division are scheduled for consideration by the Planning Commission.
 - 3 a. Platted Land Division will be a regular meeting item.
 - 3 b. Street Vacation requires a public hearing, with notices posted and mailed to neighbors within 300 feet of subject property (must be posted at least 15 days prior to the meeting).
4. Planning Commission Meeting takes place to consider application.
 - 4 a. Platted Land Divisions require approval or denial from Planning Commission.
 - 4 b. Street Vacations require Planning Commission to make a recommendation to City Council to approve, approve with conditions, or deny the application.
5. STREET VACATIONS ONLY must schedule a City Council Public Hearing, post notices and hold a public hearing (at least an additional 30 days).
6. *Determination letter mailed and the approval packet sent to Wexford County Equalization. The Applicant is responsible for filing all changes with the Register of Deeds.



Land Application

Step by Step guide and application

Land Application

Incomplete applications will not be accepted. A complete list of items required are listed under the application types below.

Owner Name _____ Owner Telephone _____
Owner Address _____
Owner Email _____
Applicant/Representative _____ Applicant Telephone _____
Applicant Address _____
Applicant Email _____

Location of Parent Parcel _____
Parent Parcel Tax ID Number _____
Legal Description of Parent Parcel ***Must be submitted electronically in WORD Format***

Please select the appropriate application type below

Combining Land

* Required supplemental documents:

- A survey prepared by a registered land surveyor or professional engineer with an accurate legal parcel map and accurate legal description of the proposed combination showing the following:
 - o Current boundaries of the parcel(s) as of March 1, 1997 and all divisions made after March 31, 1997.
 - o The proposed combinations and boundary lines and dimensions.
 - o Existing and proposed road/street/driveway easements and easements from each parcel to public utility facilities, including legal description and construction design of all streets.
 - o All existing improvements (buildings, structures, well, septic).
 - o All features listed as a Development Site Limitation (from above).
- Legal description for each new parcel. If more than two parcels are being combined, attach a separate sheet listing the address, tax id number, current legal description and zone district classification.
- A copy of any reserved division rights in the parent parcel.
- Any recorded or proposed easements, covenants, deed restrictions, etc.

FIRST PARCEL: Address _____
Parcel Tax ID Number _____
Current Legal Description of Parcel (attach a separate sheet in WORD format if necessary) _____
Zone District Classification _____

SECOND PARCEL: Address _____
Parcel Tax ID Number _____
Current Legal Description of Parcel (attach a separate sheet in WORD format if necessary) _____
Zone District Classification _____

Application Continued

___ Land Division of Non-Platted Land: If more than two parcels are being created, attach a separate sheet listing the address, tax id number, current legal description and zone district classification.

***Note:** Applications must include the same required supplemental documents listed under Combining Land.*

Proposed Division/Split/Transfer

- Number of **new** parcels _____
- Intended use of property (residential, commercial etc.) _____
- Proposed Access (street name) _____
- Are future land divisions being reserved? YES NO For Whom? _____

**** Make sure your deed includes both statements as required on page 5. ****

Development Site Limitations

- | | | |
|--|-----|----|
| - Does any parcel have lake or river frontage? | YES | NO |
| - Does any parcel include a wetland | YES | NO |
| - Is any parcel located in a flood plain? | YES | NO |
| - Does any parcel have slopes of 25% or greater? | YES | NO |

Describe any existing improvements (structures, well, septic etc.) or natural features on the parent parcel.

Describe any proposed improvements, with cost estimates. _____

___ Land Division of Platted Land: If more than two parcels are being created, attach a separate sheet listing the address, tax id number, current legal description and zone district classification.

Required supplemental documents:

- A preliminary plat map prepared by a register land surveyor or professional engineer shall include an accurate legal description, scale, North arrow, date of preparation, name of plat, and name and address of applicant. It shall show the following:
 - o All existing improvements (buildings, structures, well, septic)
 - o Boundary dimensions
 - o Existing and proposed road/street/driveway easements and easements from each parcel to public utility facilities, including legal description and construction design of all streets
 - o Grading and drainage plan
 - o Location map, with North arrow, showing the names, location, right-of-way width and pavement widths of adjoining and proposed streets, sidewalks, street lighting, street trees and the location of all public and private driveways on adjoining streets within 100 ft. of the proposed plat
 - o Location, size, dimensions, and buildable area of each lot
 - o Natural features
 - o Set aside lands
 - o Site topography to two (2) foot intervals
 - o Zoning
- Any recorded or proposed easements, covenants, deed restrictions, etc.
- Application fee (\$200)

Application Continued

- Final plat drawings must include any conditions placed on such approval, proof of approvals from each of the authorities having jurisdiction as required by Land Division Act, and copies of all permits as may be required by these authorities

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** Make sure your deed includes both statements as required on page 5. **

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Describe any existing improvements (structures, well, septic etc.) or natural features on the parent parcel.

Describe any proposed improvements, with cost estimates. _____

I/We declare that the statements and information submitted in this application are in all respects true and correct to the best of my/our knowledge. I/We agree to comply with the conditions and regulations provided with this parent parcel division/split/transfer. I/We give permission for the officials of the City of Cadillac or the State of Michigan to enter the property for the purposes of inspections. I/We understand that this is only a parcel division/split/transfer, which conveys only certain rights under the applicable local land division ordinance and the State Land Division Act and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinances, deed restriction or other property rights. I/We understand that local zoning ordinances and state acts change occasionally. If changed, the division/split/transfer made here must comply with the requirements in effect at the time of division/split/transfer, unless deeds representing the approved divisions are recorded with the Register of Deeds of the division/split/transfer has been issued a building permit and built upon before the changes to the laws are made.

Property Owner Signature _____ Date _____

Applicant Signature _____ Date _____

Land Division Application Deed Statements

MI Public Acts 87, 1997; 5911 of 1996; 288 of 1967, 222 or 1943; 285 of 1931.

A person shall not sell a parcel of unplatted land unless the deed contains a statement as to whether the right to make further divisions, exempt from the platting requirements Act 87, 1997 under Section 108, is proposed to be conveyed. This statement shall be in substantially the following form: "The grantor grants to the grantee the right to make (insert number) divisions under section 108 of the land division act, Act 87 of the Public Acts of 1997."

In the absence of a statement conforming to the requirements of this subsection, the right to make such divisions stays with the remainder of the parent tract or parent parcel by the grantor.

All deeds for the parcels of unplatted land within the State of Michigan after March 31, 1997 shall contain the following statement: "This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which generate noise, dust, odors, and other associated condition may be used and are protected by the Michigan right to farm act."

I hereby certify that I have read all items above to the best of my knowledge and ability.

Signature of Applicant

Date