



Tony Moulatsiotis
Muskegon County Treasurer
173 E. Apple Ave., Ste 104
Muskegon, MI 49442
Phone: (231) 724-6261

Land Division Tax Payment Certification Form

Name: _____ Phone: _____

Owner Address: _____

Owner City, State, and Zip: _____

Property Address: _____

Property City, State, and Zip: _____

Parcel ID Number: _____

Attach a description of the parcel to be divided.

☐ CERTIFICATION DENIED

The Muskegon County Treasurer's Office has found delinquent taxes on the parcel listed above and cannot issue a certification of tax payment.

☐ CERTIFICATION APPROVED

Pursuant to House Bill 4055, the Muskegon County Treasurer's Office certifies that all property taxes and special assessments due on the above parcel subject to the proposed division for the five years preceding the date of the application have been paid. This certification does not include taxes, if any, now in the process of collection by the local tax collecting unit. EXCEPTION: This certification being subject to any Board of Review, Tribunal, and / or Principal Resident Exemption denial.

☐ DATED ON OR AFTER MARCH 1st

The current year tax information is not available at this time.

Certified by: _____

Date Certified: _____

**Land Division Application
Village of Lakewood Club**

Application Processed by:
Village of Lakewood Club
6681 Automobile Rd.
Twin Lake, MI 49459
(231) 894-9008

The applicant must answer ALL questions and include ALL attachments, or this form will be returned to you without consideration.

1. NAME OF TOWNSHIP OR CITY: Where parcel to be split is located:

2. OWNERS NAMES: List names of all owners of parent parcel(s) to be split:

Owner Address:

Owner City:

Owner State:

Owner Zip:

Owner Phone:

3. ADDRESS OF PROPERTY:

4. PARENT PARCEL NUMBER:

5. LEGAL DESCRIPTION OF PARENT PARCEL (attach extra sheets if necessary)

6. PROPOSED LAND DIVISION INFORMATION

- A. Number of new parcels requested:

- B. Intended Use (residential, agricultural, etc.)

- C. Specify which resulting parcel is the parent parcel.

- D. Access from each new parcel to an existing public road will be: (must check those that apply below)

☐

Frontage on Existing Public Road

New Public Road Name

☐

New Public Road

New Private Street Name

☐

New Private Easement

Easement L/P:

☐

Recorded Easement

Road or Easement Description:

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7. FUTURE DIVISION RIGHTS AND TRANSFERS

A. Is the owner making all divisions that are allowed for the parent parcel? (Enter Yes or No)

B. If not all divisions are being made, how many remaining divisions are allowed for the parent parcel? (Enter Number here)

C. If there are remaining future divisions that may still be made, is the right to make future divisions being transferred from the parent parcel to any other parcel? (Enter Yes or No)

D. If rights are being transferred, how many rights are transferring? (Enter Number here)

8. DEVELOPMENT SITE STANDARDS: Check each that applies as a condition which exists on the Parent Parcel, or any of the child parcels:

- ☐ Is within the DNR Critical Dunes area
- ☐ Has Riparian or Littoral Rights
- ☐ Lies within the Lake Michigan High Risk Erosion Setback Area
- ☐ Includes a Wetland
- ☐ Includes a Beach
- ☐ Lies within a Flood Plain
- ☐ Has a Slope of >25%
- ☐ Includes areas of Muck Soils
- ☐ Includes an Abandoned Well, Under Ground Storage Tank, or Contaminated Soils

9. PROPERTY TAXES AND ASSESSMENTS: Have all due property taxes and any due installments of special assessments on the parcel been paid? (Note: this application will not be considered if there are unpaid or overdue property taxes or installments of special assessments (Please answer yes/no, and attach statement of paid taxes).

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10. REQUIRED ATTACHMENTS TO THE LAND DIVISION APPLICATION: The following items must be attached in order to proceed with the review of this application. If any needed items are not attached, the application will be returned without consideration.

A. LEGAL DESCRIPTIONS: A complete and accurate legal description of each new proposed division(s) of the parent parcel (including a new description for the remaining parent parcel), and each new proposed easement, road, or shared driveway is required. If these are attached, please check here: ☐

B. SURVEY OF PROPOSED DIVISIONS: A survey sealed, by a professional surveyor, of the proposed divisions of the parent parcel. Note: the Township official may waive the survey map requirement where a tentative parcel map (showing the boundary lines, dimensions, and the accessibility of each division from existing or proposed from existing for auto traffic and/or public utilities) is deemed to contain adequate information to approve a proposed land division considering the size, similar nature of the divisions, and the undeveloped character of the territory within which the proposed divisions are located. An accurate legal description of all the proposed divisions, however, shall at all times be required. The survey must show the following information:

1. The boundaries of the parcel as they existed as of March 31, 1997; and
 2. Any previous divisions made of the parent parcel after March 31, 1997, with indication as to when those divisions were made; and
 3. The location of the proposed division(s) line(s); and
 4. The dimensions of the proposed divided parcels; and
 5. The location of existing, and any proposed roads, driveways, or easements; and
 6. The location of any existing or proposed easements for public utilities from each parcel to existing public utility facilities; and
 7. Any existing improvements such as buildings, wells, septic systems, driveways, garages etc; and
 8. The location of any of the features checked in response to question #8 (Site Development Limitations)
- a survey or map is REQUIRED to process this application. Check here when survey or map is attached. ☐

C. SEPTIC/WATER APPROVAL: Created parcels of One (1) acre or less, shall have approval from the Muskegon County Health Department indicating that each proposed parcel (s) to be created by the division(s) are suitable for installation of a septic system and water well. (note: this requirement is waived as to septic system and well approval for each parcel that will be served by a public water or sewer system). If this approval is attached, please check here. ☐

D. DRIVEWAY APPROVAL: An approval or permit from the Muskegon County Road Commission (or Michigan Department of Transportation) as to driveway and road access for each proposed division. If this approval is attached, please check here: ☐

E. PRIVATE ROAD NAME APPROVAL: Private road name approval from Central Dispatch is required for new private roads. If this is attached, please check here: ☐

F. PROOF OF OWNERSHIP: A copy of the deed, land contract memorandum, or other recorded instrument in which the owner(s) obtained title to the parcel should be attached. If this document is attached, please check here: ☐

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11. STATEMENT OF OWNERS: I (we) agree that the statements made above are true, and if found not to be true, this application and any approval based upon this application will be void. I (we) agree to comply with the conditions and regulation applicable to this application and applicable to the parent parcel division. I (we) hereby give permission for officials of the Township to enter the property at reasonable times where the parcel division is being proposed for purposes of inspection to verify that the information on the application is correct. I (we) further understand that any approval granted by the Township with respect to this Land Division Application applies only to the Township's Land Division Ordinance, the Township's Zoning Ordinance, and the State of Michigan Land Division Act (formerly the Subdivision Control Act) as amended. I (we) understand that approval of this Land Division Application does not include any representation or conveyance of rights. Finally, even if this application is approved, I (we) understand that zoning, local ordinances, and State Acts change from time to time, and if changed, the divisions made here must comply with any applicable new requirements unless deeds, land contracts, leases, or surveys representing the approved divisions are recorded with the Register of Deeds for Muskegon County, or the division is built upon before the changes to such ordinances or laws are made.

12. SIGNATURE OF OWNER

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____

This section for Official Use Only

Received by: _____

Date Received

Payment of \$ _____ Received on _____

Comments :