



**CITY OF HART, MICHIGAN**  
**Zoning Administration**

407 S State St., Hart, MI 49420

Phone: 231-873-2488 Fax: 231-873-0100

**LAND DIVISION/LOT SPLIT OR  
LAND  
COMBINATION/CONJOINING  
APPLICATION**

**Fees: Land Division/Lot Split – Parent parcel and one child parcel \$25,  
additional child parcels \$10. Lot Combinations: \$25**

Approval of a land division or parcel line boundary change (land transfer) is required before the newly described parcel, or portion thereof, is transferred to another party. Applicants must answer all questions and include all required documents, or this application will be returned as incomplete. Please send completed applications and required documents to:

City of Hart, Michigan  
Zoning Administrator  
407 S. State St.  
Hart, Michigan 49420

[lladner@cityofhart.org](mailto:lladner@cityofhart.org)

Approval requires compliance with the Land Division Act (Public Act 591 of 1996 of the State of Michigan) and compliance with the City of Hart Code of Ordinances (Part 12).

Preliminary Review is an informal review of a proposed land division. Only a scaled drawing of the proposed land division with building location is required for the review.

Final Review will require a survey and all other requirements listed in Section 4.

The City of Hart Code of Ordinances are available on the City's website.

**SECTION 1: APPLICANT AND OWNER INFORMATION**

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

If applicant is not the owner, applicant must provide authorization form, signed by the owner, to act on owner's behalf.

**Property Owner Information If Different From Above**

Owner Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**SECTION 2: PARCEL OR TRACT INFORMATION**

Please enter the parcel numbers and property addresses of all involved parcels.

64-020- \_\_\_\_\_ Address: \_\_\_\_\_

64-020- \_\_\_\_\_ Address: \_\_\_\_\_

64-020- \_\_\_\_\_ Address: \_\_\_\_\_

64-020- \_\_\_\_\_ Address: \_\_\_\_\_

Attach additional sheets if more than 4 parcels are involved.

**Important:** Attach a list of the parent parcel owners if different than the Owner Name noted above.

### SECTION 3: PROPOSAL

Please check one of the following that best describes your proposal.

Parcel line boundary change.

Division of land.

Other (please describe). \_\_\_\_\_  
\_\_\_\_\_

Please answer all of the following:

A. Total number of resulting parcels including those to be retained by owner: \_\_\_\_\_

B. Total number of resulting vacant parcels to be used for development sites: \_\_\_\_\_

C. Total number of resulting vacant parcels to be used for passive purposes (i.e., non-buildable): \_\_\_\_\_

D. Will any of the resulting parcels require the use of or be affected by a proposed or existing easement?  
Yes  No  If yes, easements must be clearly drawn on survey.

E. Will any of the proposed parcels be affected by existing or proposed deed restrictions that may render a proposed parcel "not buildable. Yes  No

F. \_\_\_\_\_ Each new division has frontage on an existing public road.

\_\_\_\_\_ A new public road, proposed road name: \_\_\_\_\_

\_\_\_\_\_ A new private road or easement, proposed name: \_\_\_\_\_

\_\_\_\_\_ A recorded easement.

G. Check each that may represent a condition which exists on the parent parcel. Any part of the parcel:

1. \_\_\_\_\_ is in a DNR-designated critical sand dune area.
2. \_\_\_\_\_ is riparian or littoral (it is a river or lake front parcel).
3. \_\_\_\_\_ is affected by a Lake Michigan High Risk Erosion setback (Natural Rivers Act).
4. \_\_\_\_\_ includes a wetland.
5. \_\_\_\_\_ includes a beach.
6. \_\_\_\_\_ is within a flood plain.
7. \_\_\_\_\_ includes slopes more than 25% (a 1:4 pitch or 14-degree angle) or steeper.
8. \_\_\_\_\_ is on muck soils or soils known to have severe limitations for on-site sewage.
9. \_\_\_\_\_ is known or suspected to have an abandoned well, underground storage tank or contaminated soils.

### SECTION 4: REQUIRED ATTACHMENTS

1. A sketch or survey, drawn to scale, for each existing parcel which must include the following:

- \_\_\_\_\_ All lot line dimensions of each existing parcel.
- \_\_\_\_\_ Legal description of each existing parcel.

2. A sketch or survey, drawn to scale, for each resulting parcel which must include the following:

- \_\_\_\_\_ Survey and legal description submitted in hard copy and electric format.
- \_\_\_\_\_ All lot line dimensions of each resulting parcel.
- \_\_\_\_\_ Legal description of each resulting parcel.
- \_\_\_\_\_ Location and legal description of existing and/or proposed easements and rights of way.
- \_\_\_\_\_ Location of easements for public utilities.
- \_\_\_\_\_ All existing improvements (buildings, pools, fences, etc.,) drawn to scale and all

- \_\_\_\_\_ distances from the improvements to proposed parcel boundaries.
- \_\_\_\_\_ The location of well and septic systems.

3. If applicable, a copy of all existing or proposed deed restrictions which would render a proposed parcel “not buildable.” Note: The City may require that the applicant provide a title search from a title insurance company if it is reasonably necessary to show that previous land divisions or transfers do not preclude the proposed transfer(s) or that there are no deed restrictions which would render a proposed parcel “not buildable.”

4. For land divisions only, [Michigan Department of Treasury Form L-4260A](#) (Notice to Assessor of Transfer of the Right to Make a Division of Land) clearly identifying the number of division rights being transferred to each resulting parcel.

5. Provide documentation all property taxes levied are paid pursuant to City ordinance.

6. Proof of ownership if the current owner is different than the owner of record as listed by the City of Hart

7. If any parcel is encumbered by a mortgage lien, the mortgagor is required to acknowledge, in writing, the land division or boundary change of the parcels.

## **SECTION 5: AFFIDAVIT AND PERMISSIONS**

Please read the following statement carefully before signing.

- I agree the statements made on this document are true, and if found not to be true, this application and any approvals will be void.
- I agree to give permission for officials of the municipality to enter onto property involved in this application for purposes of inspection, to verify that the information on the application is correct, at a time mutually agreed upon with the applicant.
- Further, I understand that any approval hereunder only constitutes approval of requested legal descriptions and does not provide, constitute, infer, or imply buildability or compliance with any applicable statute, law, building code, deed restriction, or property right.
- Further, I agree to comply with the conditions and regulations provided with this parent parcel or parent tract division.
- Further, I understand that the Land Division/Transfer application may take up to 45 days to be processed. Further, I understand that property tax bills may be issued using the parent parcel(s). I agree to have the tax bills and other City of Hart liens charged/billed during this period paid by the appropriate party.
- Finally, even if this division is approved, I understand local zoning ordinances and State Acts change from time to time, and if changed, the divisions made here must comply with the new requirements (i.e., apply for division approval again) per the City of Hart Code of Ordinances.

**SECTION 6: CERTIFICATION**

The owner of the property must sign below. Agents may not sign on the behalf of the owner unless proof of power of attorney is provided. If multiple parcels are involved under separate ownership, the owners of all involved parcels must sign below.

\_\_\_\_\_  
Signature of Property Owner(s)

\_\_\_\_\_  
Printed Name of Property Owner(s)

\_\_\_\_\_  
Date Signed

**CITY DETERMINATION:**

**Preliminary Application:**       Approved       Denied      Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator                      City Assessor

=====

**Final Application:**                      \_\_\_ Approved                      \_\_\_ Denied                      Date: \_\_\_\_\_

Survey Company: \_\_\_\_\_ Job No. \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator                      Assessor

**TO BE COMPLETED BY CITY**

Date received:

Fees: Parent and one child parcel - \$25. Each additional parcel \$10. Land combine/conjoining - \$25

Receipt Number:

Staff: