



12803 S. Wacousta Rd., Grand Ledge, MI. 48837

517-626-6593

517-626-6405 Fax

[www.watertownmi.gov](http://www.watertownmi.gov)

Approval of a land division is required when the new parcel is less than 40 acres and is not a property line adjustment.

Approval of a land division is not a determination that the resulting parcels comply with other ordinances and regulations.

## Land Division Application

Page 1 of 2

Property Owner \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

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

Relationship to owner \_\_\_\_\_

Parent Parcel # 19- 150- \_\_\_\_\_

Size of Parent Parcel (in acres) \_\_\_\_\_

Address of Parent Parcel \_\_\_\_\_

Number of divisions (if any) created from parent parcel since March 31, 1997 \_\_\_\_\_

***All questions must be answered completely.***

*If additional space is needed, number and attach additional sheets. Number of attached sheets: \_\_\_\_\_*

### Required Attachments:

- Completed application (please answer all questions and include all attachments, as only complete applications can be processed)
- Survey, including location of existing structures or land improvements
- Legal descriptions of all parcels created by the proposed division
- Legal descriptions of any proposed new road or shared driveway
- Verification from the Clinton County Road Commission that the proposed parcels are accessible according to the Land Division Act
- Certificate from County Treasurer verifying taxes on parcel(s) to be divided have been paid for the preceding 5 years (P.A. 23 of 2019)

Treasurer's Office: 100 E State St., Suite 2400, St. Johns 48879 (989)-224-5280

Number of new parcels \_\_\_\_\_

**The division of the parcel provides access to an existing public road by: (please check one)**

- Each new division has frontage on an existing public road
- A new public road (attach a legal description of the proposed new road)
- A new private driveway (shared driveways may not serve more than three parcels)
- Existing driveway

**Staff use only:**

Case Number \_\_\_\_\_ Date Filed \_\_\_\_\_ Fee \_\_\_\_\_ Receipt # \_\_\_\_\_

## Land Division Application

Page 2 of 2

### Remaining divisions to be:

Retained by parent parcel \_\_\_\_\_ Granted to other parcels (identify on parcel map) \_\_\_\_\_

State of Michigan}  
} SS  
County of Clinton}

### Affidavit

The affiant is the \_\_\_\_\_, (owner, lessee, specify other) agree the statements made above are true, and if found not true this application and my approval will be void. Further, I agree to comply with the conditions and regulations provided with this parcel division. Further, I agree to give permission for officials of the municipality, county and the State of Michigan to enter the subject property for purposes of inspection to verify accuracy of the information contained in this application. Finally, I understand this is only a parcel division which conveys only certain rights the under the applicable local land division ordinance, the Watertown Township Zoning Ordinance, and the State Land Division Act (P.A. 288 of 1967, as amended particularly by P.A. 591 of 1996 – MCL 560.101 et. seq.)

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Property Owner's Signature

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Date

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Notary Signature

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Date

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

My Commission Expires \_\_\_\_\_

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### **Please be aware of the following items:**

When recording a deed of sale of any division approved per the Michigan Land Division Act, you must include the following two statements:

- “This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.”
- “The grantor grants to the grantee the right to make \_\_\_\_\_ division(s) under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967.”

Watertown Charter Township requires that legal descriptions and surveys be certified by a licensed surveyor. Watertown Charter Township suggests all divisions be reviewed in advance of application by any agency holding authority over the development of land including but not limited to:

- Clinton County Drain Commissioner’s Office (989) 224-5160
- Mid-Michigan District Health Department (989) 224-2195
- Michigan Department of Environment, Great Lakes and Energy (800) 662-9278
- Michigan Department of Transportation (517) 335-3754

When planning your land division, please know all parcels must be in compliance with the following basic zoning requirements (please see the Zoning Administrator for more information), including but not limited to:

- Minimum lot area requirements for the zoning district in which the subject property is located
- Minimum lot width requirements for the zoning district in which the subject property is located
- Minimum setback requirements for the zoning district in which the subject property is located (relevant for property with existing structures)
- Limitations on the number of parcels that may use a shared (or private) driveway that is not a public road

If more than one parcel is proposed to utilize a private (shared) driveway, please remember that additional driveway construction standards may apply.

If more than three parcels are proposed to utilize a new road, that road is required to be developed as a public road. Please contact the Clinton County Road Commission for the regulations and procedures to develop a new public road.

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### **Send All Information to:**

Watertown Charter Township Assessor  
12803 S. Wacousta Rd  
Grand Ledge, MI 48837

Phone: (517) 626-6593 ext. 210  
Fax: (517) 626-6405  
E-mail: [jmackenzie@watertownmi.gov](mailto:jmackenzie@watertownmi.gov)

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## **NOTICE TO ASSESSOR OF TRANSFER OF THE RIGHT TO MAKE A DIVISION OF LAND**

*Issued under authority of Land Division Act (P.A. 288 of 1967 as amended by P.A. 87 of 1997). Filing is mandatory.*

This form must be filed by an owner of a parent parcel or parent tract of land when the owner creates a parcel from the parent parcel or parent tract and transfers the right to make a further division to the owner of the created parcel. This form must be filed within 45 days of the transfer of the right to make a division. This form must be filed with the assessor of the city or township where the property is located.

1. Street Address of Parent Parcel or Parent Tract	2. County	4. Date of Transfer of Right to Make a Division			
3. City/Township/Village Where Real Estate is Located		<table border="1"><tr><td>City</td></tr><tr><td>Township</td></tr><tr><td>Village</td></tr></table>	City	Township	Village
City					
Township					
Village					
5. Property Identification Number (PIN) of Parent Parcel or Parent Tract. If you don't have a PIN, attach legal description.					
6. Name of Owner of Parent Parcel or Parent Tract		Address of Owner of Parent Parcel or Parent Tract			
7. Property Identification Number (PIN) of Created Parcel if PIN has already been assigned.					
8. Name of Owner of Created Parcel		Address of Owner of Created Parcel			

### **THE FOLLOWING QUESTIONS MUST BE ANSWERED.**

1. Did the parent parcel or parent tract have any unallocated divisions under the Land Division Act, P.A. 288 of 1967, MCL 560.101 to 560.293? Check appropriate box below:

YES

NO

If the YES box was checked, go to question 2. If the NO box was checked, go to question 3.

2. How many unallocated divisions did the parent parcel or parent tract have prior to this transfer?  
Enter number here \_\_\_\_\_.

3. Were there any unallocated divisions transferred to the newly created parcel?

YES

NO

If the YES box was checked, go to question 4. If the NO box was checked, go to the signature area of the form.

4. How many unallocated divisions were transferred to the newly created parcel? Enter number here \_\_\_\_\_.

### **CERTIFICATION**

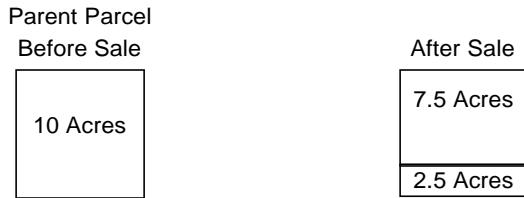
I certify that the information above is true and complete to the best of my knowledge.

Signature of Owner of Parent Parcel or Parent Tract	Date	If Signer is other than the owner, print name and title
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## INSTRUCTIONS

This form must be filed by an owner of a parent parcel or parent tract of land when the owner creates a parcel from the parent parcel or parent tract and transfers the right to make a further division(s) to the owner of the created parcel.

Example: The owner of a parent parcel 10 acres in size is selling off a created parcel 2 1/2 acres in size. In this example the 10 acre parent parcel qualifies under the Land Division Act to make four (4) divisions before platting is required. Therefore, two (2) more divisions may be made before platting is required.



The owner of the parent parcel who sold the 2 1/2 acre parcel can keep the authority to make two (2) additional divisions or may convey the authority to make one or both of the additional divisions to the owner of the created parcel.

If the owner of the parent parcel conveys the authority to make one or both additional divisions to the owner of the 2 1/2 acre created parcel, this form (L-4260a) must be filed with the local assessor within 45 days of that action.

**This form must also be filed when the owner of a parent parcel or parent tract conveys the parent parcel or parent tract, and also transfers the right to make further divisions to the new owner of the parent parcel or parent tract.**

**For more information about the Land Division Act, you may contact the Subdivision Control Section of the Department of Consumer and Industry Services at (517) 334-7750.**

### Excerpt from P.A. 87 of 1997

Sec. 109(2) The right to make divisions exempt from the platting requirements of the act under section 108 and this section can be transferred, but only from a parent parcel or parent tract to a parcel created from that parent parcel or parent tract. A proprietor transferring the right to make a division pursuant to this subsection shall within 45 days give written notice of the transfer to the assessor of the city or township where the property is located on the form prescribed by the state tax commission under section 27a of the general property tax act, P.A. 206 of 1893, MCL, 211.27a. The state tax commission shall revise the form to include substantially the following questions in the mandatory information portion of the form:

- (a) "Did the parent parcel or parent tract have any unallocated divisions under the land division act, P.A. 288 of 1967, MCL 560.101 to 560.293? If so, how many?"
- (b) "Were any unallocated divisions transferred to the newly created parcel? If so, how many?"