

**GRAND TRAVERSE COUNTY ROAD COMMISSION**

1881 LaFranier Road, Traverse City, MI 49686

231.922.4848 – Phone /231.929.1836 – Fax

**Land Division Review Application**

Date: \_\_\_\_\_

Application No: LD \_\_\_\_\_

**Owner Information**

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

**Applicant/Authorized Agent Information** Check if same as above \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant/Authorized Agent Signature: \_\_\_\_\_

**Property Information**

Parent Parcel Identification Number: 28-\_\_\_\_\_

Township Name: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Public Road Name: \_\_\_\_\_ Private Road Name: \_\_\_\_\_

Number of Proposed Divisions: \_\_\_\_\_ Number of Divisions Available: \_\_\_\_\_

**The following items must be supplied for the application to be considered complete for review:**

(All items must be checked and initialed prior to acceptance of application)

- \_\_\_\_\_ Complete Application Form.
- \_\_\_\_\_ Payment of Land Division Review Application fee (\$50 for first division + \$30.00 for each additional parcel (minimum \$80.00).
- \_\_\_\_\_ Certificate of Survey prepared by a Professional Surveyor (including legal descriptions).
- \_\_\_\_\_ Copy of deed (or other document recorded in the GTC Register of Deeds proving ownership of parcel being divided). NOTE: GTC EQUALIZATION PARCEL SHEETS ARE NOT ACCEPTABLE AS PROOF OF OWNERSHIP
- \_\_\_\_\_ Field staking of proposed land division corners (proposed front/roadside parcel corners only) and preferred driveway location. (Show driveway location on sketch.)
- \_\_\_\_\_ Sight distance shall be indicated as distance from center of driveway on above mentioned sketch.

**PLEASE NOTE**

For sight distance requirements see the Grand Traverse County Road Commission Right of Way Permitting and Public Road Standards, Rules, Specifications and Guidelines.

Upon completion of the Land Division Application review, the GTCRC will mail a letter of recommendation to the applicable Township Assessor.

**OFFICE USE ONLY**

Payment Type: Credit Card: \_\_\_\_\_ Cash: \_\_\_\_\_ Check: \_\_\_\_\_

Receipt: \_\_\_\_\_ Date: \_\_\_\_\_