



City of Ithaca Assessing

CSZ Services LLC.

Chuck Zemla, Assessor

129 W Emerson St

Ithaca, MI 48847

Assessor (989) 292-4422 - City Hall (989) 875-3200

Land Division Applicant:

Enclosed is an application for land division for City of Ithaca, Gratiot County. Also included is Form L-4260a Notice to the Assessor or Transfer of the Right to Make a Division of Land. These forms **must** be completed to obtain final approval of the division(s).

Prior to submitting the information be sure to include the following:

- **Completed Land Division Application**
- **Completed Form L-4260a**
- **Certified Survey for all new parcels created as well as remaining parent parcel**
- **Legal Descriptions for all new parcels created as well as remaining parent parcel**
- **Copy of the Deed to the Property, if purchased since January 1, 1997.**
- **Zoning approval, if applicable**
- **Health Department approval, if applicable**
- **Proof that no delinquent taxes exist on parcel proposed to be divided**
- **Fee: \$50.00 for each new parcel (example: 1 to 2 parcel split = \$100.00) - make checks payable to "City of Ithaca"**

PA 23 of 2019 requires certification from the County Treasurer that all property taxes are paid. Please obtain this certification from the Gratiot County Treasurer prior to submitting this request.

******* Gratiot County Treasurer Office 989-875-5220*******

If any of the information cited above is not included with the land division application, the application will be deemed incomplete and will be returned to the taxpayer. At that time, the completed application may be re-submitted to the assessor along with all required attachments and will once again be reviewed.

Current local ordinance requires the assessor to notify you of the approval or denial within 45 days from the date the application was submitted. Please be aware that new parcels created as a result of this land division will appear on the **2024** assessment and tax rolls.

If you have any questions, please contact us at your earliest convenience.

City of Ithaca Land Division Application
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*Approval by your local municipality is **required** before a property may be sold. Approval is required for any land division of land 40 acres or less unless the division is just a property line adjustment or is a platted lot.*

Name and Address where form is to be sent when review is completed:

1. **LOCATION** of parent parcel to be split:

Address: _____ Road Name: _____

Parent Parcel Number: 29-52-____-____-____

Legal Description of Parent Parcel: _____

2. **PROPERTY OWNER INFORMATION:**

Name: _____ Phone: (____) _____ Fax: (____) _____

Address: _____

City: _____ State: _____ Zip: _____

3. **APPLICANT INFORMATION:** (if different from Property Owner)

Name: _____ Phone: (____) _____ Fax: (____) _____

Address: _____

City: _____ State: _____ Zip: _____

4. **LAND DIVISION PROPOSAL:** (Describe EACH division(s) being proposed)

A. Number of new parcels: _____

B. Intended use (residential, commercial, etc.): _____

C. Legal description of each proposed new parcels (attach additional sheets if needed): _____

5. **DEVELOPMENT SITE LIMITS:** (Check each of the following that represents a condition existing on any part of the parcel)

____ is riparian or littoral (river or lakefront property)

____ includes a wetland

____ includes slopes more than twenty-five percent (1:4 pitch or steeper)

____ is within a flood plain

____ is known or suspected to have an abandoned well, underground storage tank or contaminated soils

6. **ATTACHMENTS:** (All attachments **must** be included) Letter each as designated below.

A. SURVEY, sealed by a professional surveyor of proposed division(s)

B. Survey **MUST** show:

____ current boundaries as of March 31, 1997

____ all previous divisions made after March 31, 1997

____ proposed division(s) with accurate dimensions shown

____ existing and proposed road/easement rights-of-way

____ easements for public utilities from each parcel to existing public utilities

____ any existing improvements (buildings, wells, septic systems, driveways, etc) and any of the features checked in Question 5

B. ZONING APPROVAL: (Only if item is checked below)

Yes / No Zoning Approval Required?

C. HEALTH DEPARTMENT APPROVAL: (Only if item is checked below)

Yes / No Health Department Approval Required?

City of Ithaca Land Division Application (Continued)

7. AFFIDAVIT and permission for municipal, county and state officials to enter the property for inspections:

I hereby certify that in information contained on the application is true, and understand that any application and subsequent approval based on false information will be void. Further, I agree to comply with the conditions and regulations provided with this parcel division under all applicable State and Local regulations. Deed or other conveyance will include statements required by Public Act 591 of 1996 as to **whether the right to make further divisions is proposed to be conveyed** and the required statement **regarding the right to farm act.** Further, I agree to give permission for officials of the local municipality, county and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify that the information on this application is correct.

Property Owners Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

TOTAL FEE: \$ _____ RECEIPT NO. _____

REVIEWERS ACTION

____ APPROVED (Conditions, if any) _____

____ DENIED (Reasons) _____

Reviewers Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Parent Parcel Number: 29-52 - ___ - ___ - ___
Name of Applicant: _____
Number of splits allowed by statute: _____

File Control Number: _____
Date Filed: _____
Number requested: _____