

# Hay Township

## LAND DIVISION/PARCEL COMBINATION/LOT LINE ADJUSTMENT APPLICATION

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Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**THE FOLLOWING ACTION IS REQUESTED BY APPLICANT:**

\_\_\_\_ Land Division

Parent Parcel Number \_\_\_\_\_ Address: \_\_\_\_\_

Number of new parcels requested: \_\_\_\_\_

\_\_\_\_ Parcel Combination

|                            |                |
|----------------------------|----------------|
| Parent Parcel Number _____ | Address: _____ |
| Parent Parcel Number _____ | Address: _____ |
| Parent Parcel Number _____ | Address: _____ |
| Parent Parcel Number _____ | Address: _____ |

\_\_\_\_ Boundary Adjustment

|                            |                |
|----------------------------|----------------|
| Parent Parcel Number _____ | Address: _____ |
| Parent Parcel Number _____ | Address: _____ |

All parts of the application must be completed or the application will be returned to you.

Applications are subject to approval by the Assessor, the Hay Township Board, and the Gladwin County Zoning Administration.

All current and past property taxes, including any special assessments must be paid before approval. **Applicant must attach a copy of the certification from the Gladwin County Treasurer's Office indicating that all property taxes and special assessments are paid.**

A new Principal Residence Exemption Affidavit must be included for the new split/combined parcels where applicable.

New property ID numbers will be issued upon a completed and approved application. Parcel Divisions, Combinations, and boundary adjustments take effect with the following year's assessment roll. **All tax bills for the current year will be issued on the parent parcel. It is the current owner's responsibility to pro-rate any taxes for the current year.**

Completed applications must be received by the Dec. 31<sup>st</sup> to be considered for the following year.

**LAND DIVISIONS-** All Land Divisions/Combinations must comply with the Land Division Act, P.A. 288 of 1967 as amended by P.A. 591 of 1996 and by P. A. 87 of 1997.

The depth of the proposed parcels may not be more than four times the width. The road frontage and lot area must meet zoning ordinance requirements. Resulting parcels must be accessible and not land locked.

**All land divisions must include a Certificate of Survey** of all new parcels created with the new legal descriptions included and the placement of all structures located on the property. After approval, a new deed containing the split parcels must be recorded with the Gladwin County Register of Deeds Office per MCL 560.108(5).

**Application Fee:** \$50 Please make check payable to “Hay Township” This fee is non-refundable.

Submit completed application, \$50 fee, and supporting documents to:

**Hay TOWNSHIP  
1220 E. Highwood Rd.  
Beaverton, MI 48612**

**By signing this contract, you are consenting to the split/combination process. There is no appeal once the new parcels have been added to the assessment roll. Approval of this application does not guarantee any future land divisions, combinations, zoning approval, or building permit approval.**

(all property owners of record must sign)

Property Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**For office use only.**

\_\_\_\_\_ Received \$50.00    Check # \_\_\_\_\_    Money Order: \_\_\_\_\_    Cash: \_\_\_\_\_

**Zoning-** Approved/Denied (circle one)

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

**Assessor-** Approved/Denied (circle one)

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

**Township Board-** Approved/Denied (circle one)    Date: \_\_\_\_\_

Approval/Denial letter sent: \_\_\_\_\_