

**Hay Township**  
**LAND DIVISION APPLICATION**

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**All parts of this application must be completed, including the required attachments, at the time of submission. Incomplete applications will not be processed or returned.**

**1. Property Owner Information**

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

**2. Parcel Information**

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

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

**3. Zoning Approval-** The Gladwin County Zoning Department will need a copy of this application and a copy of your survey.

**Gladwin County Zoning-** Approved/Denied (circle one)  
Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**4. Attachments -all 4 are required**

**Tax Certification from the Gladwin County Treasurer's Office** indicating that all property taxes and special assessments are paid.

**Certificate of Survey** of the new parcels created- including the new legal description(s), dimensions, road frontage, and placement of any existing structures located on the property.

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

**Copy of the Deed for the current parcel which shows allowable divisions.**

**Submit completed application and required attachments to:**  
**HAY TOWNSHIP ASSESSOR**  
**5424 Renas Rd**  
**Gladwin, MI 48624**

Approval of a land division is required before a parcel is sold when the new parcel is smaller than 40 acres.

All Land Divisions must comply with the Land Division Act as amended by PA 591 of 1996.

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

Completed applications must be received by December 31<sup>st</sup> to be considered for the following year. Parcel Divisions take effect with the following year's assessment roll. All tax bills for the current year will be issued on the parent parcel.

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

Questions regarding land divisions and this application can be directed to the township assessor: Corey Cuddie phone: 989-426-0546 email: [coreycuddie@hotmail.com](mailto:coreycuddie@hotmail.com)

(all property owners of record must sign)

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

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

Assessor will notify applicant of the decision within 45 days.

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**For office use only.**

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

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

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

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

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