



**City of Midland**  
***Application for Land Division and Boundary Adjustment***

You may submit your completed application and permit documents electronically to [planning@midland-mi.org](mailto:planning@midland-mi.org), or in person at the Planning Department counter on the second floor of Midland City Hall, 333 West Ellsworth Street.

Applicants are strongly encouraged to schedule a preliminary site plan review meeting with City Staff prior to submitting an application. To schedule a meeting, please reach out to the Planning Department at (989) 837-3374.

**Application Fee: \$250.00**

THE APPLICANT SHALL RECORD THE ATTACHED LAND DIVISION AFFADAVIT AND THE APPROVED LAND DIVISION / BOUNDARY ADJUSTMENT AT THE MIDLAND COUNTY REGISTER OF DEEDS OFFICE AFTER APPROVAL.

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

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

**1. LOCATION OF PARENT PARCEL TO BE SPLIT or COMBINED:**

Parcel Number: \_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_\_

Street Address: \_\_\_\_\_

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**2. PROPERTY OWNER INFORMATION:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Email: \_\_\_\_\_

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**3. DESCRIBE THE DIVISION(S) BEING PROPOSED:**

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

The division of the parcel provides access to an existing public or private road by one of the following:

- An existing public or private road. Name: \_\_\_\_\_
  - A new public road. Proposed road name: \_\_\_\_\_
  - A new private road. Proposed road name: \_\_\_\_\_
  - New division(s) will have access by easement. Attach a copy of the easement agreement.
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#### 4. DEVELOPMENT SITE LIMITS:

Check each known condition that exists on the parent parcel. Any part of the parcel:

- Riparian or littoral (river or lakefront parcel)
  - Adjacent to a drain
  - Includes a wetland
  - Within a flood plain
  - Contains an abandoned well, underground storage tank, or contaminated soils
  - Other (please list): \_\_\_\_\_
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#### 5. ATTACHMENTS (all attachments **must** be included):

- Map of the proposed division(s) of the parent parcel (maximum size 8.5"x 14"), drawn to scale, showing:
  - Division(s) proposed by this application
  - Dimensions of the proposed divisions
  - Existing and proposed road easements and/or rights-of-way
  - Utility easements
  - Existing improvements (buildings, wells, septic systems, driveways), with setback dimensions from property lines
- A statement about divisions of land from the parent parcel that have been reserved for others and to whom they are reserved.
- A separate page or pages showing legal description of parent parcel and legal description(s) of proposed parcel(s).

- All due and payable taxes and all special assessments must be paid in full before submitting this application.
- Attached Land Division and Boundary Adjustment Affidavit must be signed, notarized, and returned as a part of this application.

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

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FOR BOUNDARY ADJUSTMENTS INVOLVING MORE THAN ONE OWNER, the adjacent property owner must also sign below to request that the divided portion be combined with his/her/their parcel.

*I/We, \_\_\_\_\_, am/are the owner of parcel \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ with the address of \_\_\_\_\_ and request that my/our parcel be combined with the resulting, newly divided parcel.*

Owner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

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