

# LAND DIVISION PROCEDURE

## Blue Lake Township, Kalkaska County

Before you start it is helpful to know that to be approved the Land Division must conform to all requirements in Blue Lake Township Ordinance No. 97-1 as amended. (Copies of this and Zoning Ordinance can be obtained from the Township Clerk or online [bluelaketwpkalkaska.org](http://bluelaketwpkalkaska.org)). Major requirements include the following:

- A. Meet Township Zoning Ordinance for lot size, yard and area requirements (these vary with how the property is zoned). Some requirements includes minimum lot frontage/width and area and minimum set-backs for existing buildings/structures. This insures that the divided property will be “buildable”.
- B. All parcels must have adequate accessibility, or an area available therefor, to a public road for public utilities and emergency and other vehicles. Access to public roads must be review by the Kalkaska County Road Commission. New private roads serving two or more lots must be designed and constructed to meet standards in the amendment to Blue Lake Township Ordinance. This includes a 66 foot wide right-of-way and a road maintenance agreement.
- C. The ratio of width and depth of the new properties can not exceed a four to one ratio exclusive of roads or easements.
- D. All land divisions must comply with applicable Township Zoning Ordinances and the State Land Division Act.
- E. Proof of fee ownership of the land must be provided.
- F. A survey of the land proposed to be divided is required. (If the only new boundary is the center line of a paved road the survey requirement may be waived, a scaled parcel map is still required.)
- G. Proof that all due and payable taxes are paid in full must be provided.
- H. An accurate legal description is required.

### Procedure for Land Division

1. Procure a Land Division Application from the Township Clerk, or Township Land Division Agent. (See below for current names and addresses.)
2. Determine if proposed split will conform to all requirements. (Zoning, Access, others) This may help you determine if you should proceed with the application.
3. Fill out Application and provide all requested information (including survey and legal description).
4. Send Application to Township Land Division Agent. Include an Application fee (\$50) and per split (\$20) Administration fee as determined by Blue Lake Township Board.
5. Land Division Agent will review proposal with the Land Division Committee (Township Supervisor, Assessor, and Zoning Administrator). Application may be returned if insufficient information is provided.
6. Land Division Agent will Approve or Deny Application. This will occur within 30 days of the Township receiving a complete application.
7. Application with decision will be returned to applicant. Copies to Clerk, Assessor and County Equalization.
8. If approved applicant may proceed with deed registration at County offices. If Denied Applicant can appeal decision to the full Township Board by notifying the Clerk in writing.

Land Division Agent  
Dave Grimm  
Blue Lake Township Hall  
10599 Twin Lake Rd NE  
Mancelona, Michigan 49659

Township Clerk  
Tracy Nichol  
Blue Lake Township Hall  
10599 Twin Lake Rd NE  
Mancelona, Michigan 49659