

**Garfield Township LOT/SPLIT Application Form**  
**(For platted Subdivisions, 40 plus Acres & Boundary Line Adjustments)**

(This is an administrative fee for set up of new parcel and GIS changes & not part of Land Division Act)  
Filing Deadline is December 1<sup>st</sup> for the following tax year

Date: \_\_\_\_\_ Application Number \_\_\_\_\_

Non-Refundable Application Fee: \$200 (Includes \$150 Administrative Fee for one split and \$50 Zoning Review). Each Additional Split: \$100 (Refundable if denied).

**Property Owner Information**

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

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

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

E-Mail: \_\_\_\_\_

**Applicant Information (if other than owner)**

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

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

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

E-Mail: \_\_\_\_\_

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

Acres of Parent Parcel: \_\_\_\_ (Acres for parent as divided: \_\_\_\_ Acres for newly created parcel: \_\_\_\_)

Street Address of Parcels: \_\_\_\_\_

Total Number of division/Parcels now proposed with acres each parcel: \_\_\_\_\_

Future Divisions being transferred from parent parcel to another: (If owner is giving division rights to proposed new parcels, write here or attach amount of divisions being granted to new parcel) \_\_\_\_\_

**Improvements:** Describe any improvements on parent parcel (buildings, well, septic etc.) and if any improvements are being transferred to proposed parcel? (attach a map drawn to scale with location of improvements to the proposed new parcels include acres for new parcel created.

New parcel acres: \_\_\_\_\_ Number Divisions granted new parcel: \_\_\_\_\_ include drawing new parcels with location of improvements to newly created parcel: \_\_\_\_\_

**Proposed Split Information:**

Number of New Parcels: \_\_\_\_\_

Intended Use (residential, commercial, Industrial, agricultural, etc.):

\_\_\_\_\_ The division of the parcel provides access to an existing public road by (check one)

\_\_\_\_\_ Each new division has frontage on existing public road

\_\_\_\_\_ A new public road, proposed name \_\_\_\_\_

\_\_\_\_\_ A new private road

\_\_\_\_\_ A recorded Easement (driveway)

Write here, or attach a legal description of the proposed new road, easement, or shared driveway: \_\_\_\_\_

**New Description of each proposed new Parcel to include new description for parent parcel as divided per the lot/split (write here or attach)**

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**Development Limits:** Check each that apply to parent parcel

- A DNR designated critical sand dune area       River or Lake parcel
- Wetlands    Flood Plain    Includes slopes more than 25% pitch
- Muck soils limiting on-site sewer    Abandoned well, storage tanks, contaminated soil

**This Application Must be filled out in full and include:**

- \*\*\*New Legal description of each proposed parcel and remaining parent parcel as divided.
- \*\*\*Survey required or an Approved Map, drawn to scale with dimensions, acres and all buildings include dimensions and utilities and driveway included
- \*\*\*Copy of Paid receipt of current tax bill for parent parcel
- \*\*\*Check made payable to Garfield Township with the applicable fees.  
(for example: parent parcel into 3, fee \$300.00)
- \*\*\* Upon approval, Property Owner must record deed with Mackinac County Register of Deeds conveying child parcel for which division was granted and deed for remaining parent parcel as divided within **90 days** of approval by the township or the lot/split is withdrawn and no longer valid.

**Property Owner's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**By Signing, (1),** you authorize the township to visit parcel for inspection & approval purposes. Approval of this application does not guarantee that it meets Garfield Township Zoning. If this application is approved, **(2),** I understand it is my responsibility to prepare the appropriate deeds for which this application is approved and be filed with the Mackinac County Register of Deeds conveying the division for which this application is approved, including division rights being transferred to child parcel within **90 days** of approval by township or this application is void and invalid due to noncompliance.

**FOR ADMINISTRATION AND TOWNSHIP USE ONLY / Lot/Split Check List**

- Divisions granted any parcels       Date Deeds filed with Register Deeds \_\_\_\_\_
- Assessor Reviewed       Descriptions for all created/changed parcels
- Road review (must have access)       Accessible Parcel (cannot be land locked)
- Taxes Paid up to Date       Zoning review by Township
- Accurate Map with Improvements       Lot/Split fee received
- Copy of conveyance Deed Received       Hiawatha Sportsman's Club Review

REVIEWERS ACTION: Date Received \_\_\_\_\_ Reference Number: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Date Denied: \_\_\_\_\_ Reviewer Signature \_\_\_\_\_

Comments \_\_\_\_\_ Zoning Signature: \_\_\_\_\_

**Return To: Janet Maki-MAAO Assessor      6402 Co Rd 457      Newberry, MI 49868**

# GARFIELD TOWNSHIP ZONING APPLICATION

DATE OF APPLICATION \_\_\_\_\_ PERMIT # 2026-\_\_\_\_\_

OWNER INFORMATION:	SITE INFORMATION:
LEGAL NAME: _____	PROPERTY TAX #: _____
LEGAL ADDRESS: _____	PHYSICAL LOCATION: _____
CITY/STATE/ZIP: _____	_____
PHONE: _____	EMAIL ADDRESS: _____

## APPLICATION FOR:

<input checked="" type="checkbox"/> ZONIG COMPLIANCE	25.00	ZONING ADMINISTRATOR
<input checked="" type="checkbox"/> SITE PLAN REVIEW	25.00	TWP PLANNING COMMISSION/TWP BOARD
<input type="checkbox"/> CLASS "A" NON-COMFORMING USE	200.00	ZONING BOARD OF APPEALS
<input type="checkbox"/> ZONING VARIANCE	200.00	ZONING BOARD OF APPEALS
<input type="checkbox"/> LAND DIVISION APPROVAL	175.00	TWP PLANNING COMMISSION/TWP BOARD
<input type="checkbox"/> CONDITIONAL USE PERMIT	200.00	TWP PLANNING COMMISSION/TWP BOARD
<input type="checkbox"/> SUBDIVISION	250.00*	TWP PLANNING COMMISSION/TWP BOARD
<input type="checkbox"/> RE-ZONING OR TEXT AMENDMENT	250.00*	TWP PLANNING COMMISSION/TWP BOARD
<b>TOTAL FEES</b>	<b>\$ _____</b>	<b>PAYABLE TO: GARFIELD TOWNSHIP</b>

## AFFIDAVIT:

I, \_\_\_\_\_ (OWNER) AUTHORIZE \_\_\_\_\_ TO ACT AS MY AGENT TO APPLY FOR AND SIGN APPLICABLE GARFIELD TOWNSHIP ZONING PERMITS:

OWNER: \_\_\_\_\_ WITNESS: \_\_\_\_\_ DATE: \_\_\_\_\_

**THE PURPOSE OF ZONING IS REGULATE THE PLACEMENT AND USE OF STRUCTURES IN GARFIELD TOWNSHIP**

**GARFIELD TOWNSHIP ZONING ORDINANCE IS ACCESSIBLE BY SEARCHING: "MACKINAC COUNTY", THEN "LOCAL GOVERNMENTS", THEN "TOWNSHIPS", THEN "GARFIELD TOWNSHIP", THEN "ZONING ORDINANCE". THERE IS ALSO A MAPPING SYSTEM "FETCH (GIS)" THAT SHOWS LOT DIMENSIONS AND PROPERTY TAX NUMBERS AND OWNERS OF PROPERTY IN GARFIELD TOWNSHIP.**

## LOT SIZE

ROAD FRONTAGE: \_\_\_\_\_ FEET IS PROPERTY ADJACENT TO A STREAM OR LAKE: YES \_\_\_ NO \_\_\_

DEPTH: \_\_\_\_\_ FEET NEAREST ADJACENT ROAD: \_\_\_\_\_

DISTANCE BUILDING WILL BE AWAY FROM STREAM OR LAKE: \_\_\_\_\_ FEET

# SITE PLAN INFORMATION

INTENDED USE FOR BUILDING: \_\_\_\_\_


ACTUAL SIZE OF BUILDING: WIDTH: \_\_\_\_\_ FEET, LENGTH: \_\_\_\_\_ FEET, HEIGHT: \_\_\_\_\_ FEET

*(PLEASE SKETCH YOUR PROPERTY SHOWING THE PLACEMENT OF BUILDING AND ADJACENT ROAD)*

DISTANCE FROM ROAD RIGHT A WAY (FRONT): \_\_\_\_ FT

DISTANCE FROM SIDELINES: \_\_\_\_\_ FT \_\_\_\_\_ FT

DISTANCE FROM REAR OR STREAM OR LAKE: \_\_\_\_\_ FT

NOR 

THE UNDERSIGNED ACKNOWLEDGES THAT THE INFORMATION IS TRUE TO THE BEST OF THEIR KNOWLEDGE AND THAT THEY HAVE BEEN PROVIDED APPROPRIATE INFORMATION CONCERNING THE ZONING COMPLIANCE AS WELL AS COPIES OF THE APPLICABLE ORDINANCE REQUIREMENTS. IN ADDITION, THE APPLICANT HEREBY GRANTS PERMISSION FOR THE MEMBERS OF THE GARFIELD TOWNSHIP PLANNING COMMISSION, ZONING BOARD OF APPEALS, TOWNSHIP BOARD AND THE ZONING ADMINISTRATOR TO ENTER INTO THE DESCRIBED PROPERTY FOR THE PURPOSE OF GATHERING INFORMATION RELATED TO THIS APPLICATION

**A signed zoning permit does not overrule any deed restrictions that may be imposed on the property.**



ZONING DISTRICT: \_\_\_\_\_

APPROVED: \_\_\_\_\_

NOT APPROVED: \_\_\_\_\_

GARFIELD TOWNSHIP ZONING ADMINISTRATOR: \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE, OWNER/AGENT

FEES PAID: \_\_\_\_\_

TENDER: \_\_\_\_\_

DATE: \_\_\_\_\_

David Kovar