



Township Assessor
2010 S. Lincoln Rd.
Mt. Pleasant, MI 48858
989-772-4600

LAND DIVISION CHECKLIST

Land Division

Land Combination

Boundary Adjustment

The following documentation must be submitted prior to processing a request for a land division, land combination, or boundary adjustment approval for land in Union Township:

- For any parcels outside a platted subdivision or condominium, the applicant must submit a legal survey with a surveyor's seal showing the parcel to be divided along with detailed legal description of all parcels being created, including any remainder parcels. Any structures on the property must be indicated on the survey. (4 copies required).
- Land Division tax certification from Isabella County Treasurer meeting requirements of Section 7H of the Union Township Land Division and Combination Ordinance.
- It is strongly recommended that the survey documentation also include the following details:
 - Separate survey drawings and legal descriptions for both the existing conditions and the proposed conditions.
 - Setback distances from existing structures to the nearest existing lot boundaries and to all proposed lot boundaries on the surveys.
 - Existing road right-of-way line(s) and any existing utility, drainage or access easements on the surveys, with the purpose of each easement noted.
 - Locations of existing wells and general outline of existing primary and reserve septic system drain fields on the surveys, to the extent that this information is available.
- Payment of the Township fees for review of the application, as follows:
 - \$125.00 per application, plus
 - \$175.00 per new legal description created