

Tuscola County Planning Commission

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December 2, 2015 News Letter

Farmland and Open Space Preservation (PA 116) Application Review Guidelines

A Step-By-Step Assist for Township Clerks

This is another in a series of newsletters that the County Planning Commission sends out for our municipalities, to make their jobs better and easier. We had to revisit the PA 116's, as there have been omissions and some errors when they were sent to the county planning commission for review where we were not able to make recommends for their approval. We do recommend that you keep this newsletter handy for quick reviews. In addition, please pass this information to a new clerk if the time arises. You may want to share this newsletter with the applicant when they are filling out the PA 116 form.

Before passing a PA 116 application on to the County Planning Commission and the Conservation District for Comment and recommendations, **Township Clerks should do a brief proofing** to be sure the documents are in order and complete.

Sections I. and II. Completely filled out?

Section III. Legal Section: Are all Yes and no boxes filled out?

- Line 9, Is a clear copy of the legal deed attached?
- Line 10, Is a clear copy of the **MOST RECENT** tax assessment or tax bill attached?
- Line 11, Is there a Tax Lien? Yes? Are circumstances explained?
- Line 12, Does the applicant own the mineral rights? If so, are they leased and to whom.
Information should agree with Deed or Land Contract document.
- Line 13, Is the land subject to a non-ag lease, such as cell tower or wind energy etc.?
If so, to whom are they leased and for what purpose.
- Line 14, Is a Land Contract involved? If so, be sure all of line 14a is completed, including required signature.
- Line 15, Is appropriate status indicated? If more than one person is on the deed, this is NOT a sole proprietor.

Section IV. Land Eligibility Qualifications.

- Line 16, b) Acreage break-down must agree with total acres.
- c) Applied for acres must be more than 1/2 of total acreage.
- g) Building break-down must agree with total number of building.
If a home is on parcel and **NOT** applicants residence, labor housing, or home of one directly involved with day to day operation, it must be on a separate parcel with a legal description attached.
- Line 17, Less than 40 acres? Does it meet the \$200.00 per acre requirement?
- Line 19, Is the number of years application is to run completed?
- Line 20, Be sure the application is signed by applicant. Husband and wife? Both must sign.
More than 1 owner on deed? All must sign.
LLC? Copy of Organization papers indicating all members. Did they all sign?
Only 1 signed? Authorization to be signer should be attached.

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Does the map of the parcel include all buildings indicated on line 16? Roads? Boundaries? Current land use?

Be sure the following are attached:

*Zygmunt P. Dworzecki, Chairperson, Louis Smallwood Vice Chairperson ~
Ione Vyse ~ Cynthia Kapa ~ Lonnie Kester ~ Albert Pearsall ~ Christine Trisch, Board Representative*

Secretary

___ a. Copy of the Registered Deed or Land Contract.
Legal description of any excluded land

___ b. Copy of either the **MOST RECENT** Tax Bill or Assessment notice.

___ Send copies to appropriate agencies for recommendations.

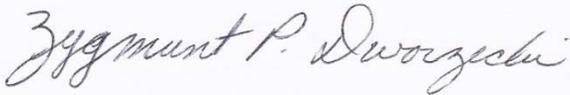
___ Propose to your board for approval after receiving recommendations from County Planning Commission and Conservation District. This should not be done until letters of recommendation are received.

___ Send letter of results to land owner.

___ Send completed packet, **including recommendation letters**, to the State. State will not act until these letters are received. Failure to do this could cause a delay of several months.

By: Ione Vyse

Sincerely,



Zygmunt P. Dworzecki, Chairperson