



LAND DIVISION APPLICATION

Approval of a division of land is required before it is sold when the parcel is less than 40 acres and other than a property line adjustment.

Answer all questions and include all attachments or the application will be returned unprocessed **A base application fee of \$150.00, plus \$10.00 for each new parcel created, is required with your request.** Make checks payable to Oshtemo Township.

Print name and address where this form should be mailed when review is complete.

Name(s): _____ Phone: () _____

Address: _____

Email: _____

1. Location of Parcel to be Split:

Parcel ID #3905-____-____-_____

Property Address: _____

Legal Description (attach additional sheet(s) if necessary):

Does owner own property contiguous to parent parcel? If yes, list parcel ID(s).

Yes ____ No ____

Parcel ID #3905-____-____-_____

2. Property Owner Information:

Name(s): _____ Phone: () _____

Address: _____

3. Applicant Information (if other than property owner):

Name(s): _____ Phone: () _____

Address: _____

4. Proposal: Describe the divisions being proposed

Number of new parcels _____.

The intended use is (residential, commercial, etc.) _____.

Proposed parcels are _____ buildable or _____ non-buildable status.

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

_____ Each new division has adequate frontage on an existing public road.

_____ A new public road, proposed name _____.

_____ A new private road or easement, proposed name _____.

5. Future Divisions

Future divisions that might be allowed but not included in this application _____.

The number of future divisions being transferred from the parent parcel to another parcel _____.

Identify the parcel: _____

(See Section 109(2) of the Michigan Land Division Act. Make sure your deed includes both statements as required in Section 109(3) and 109(4) of the Act.)

6. Developmental Site Limits: Check each that represents a condition which exists on any part of the parent parcel

_____ is a lakefront parcel.

_____ includes a wetland.

_____ includes a beach.

_____ is within a floodplain.

_____ is on muck soils known to have severe limitations for onsite sewage systems.

_____ is known or suspected to have an abandoned well or underground storage tank.

_____ is known or suspected to have contaminated soils.

7. Attachments: All attachments must be included, letter each as shown here

A. _____ Legal description of the parent parcel and each new parcel (label each parcel to correspond with drawing/survey).

_____ Legal description for each proposed new road, easement, or shared driveway.

B. _____ Survey, sealed by a professional surveyor at a scale of 100', 200', or 400' per 1" of proposed division of parent parcel (label each parcel to correspond with legal descriptions),

OR

_____ A map/drawing drawn to scale of 100', 200', or 400' per 1" of each parcel (label new parcels to correspond with legal descriptions). Submitting a map/drawing of proposed split and the 45-day review period time limit is waived.

Signature of owner or agent _____

The survey or map/drawing must include all the following:

- a. current boundaries with dimensions
- b. all previous divisions (indicate when made).
- c. the proposed divisions.
- d. dimensions of the proposed divisions.
- e. existing and proposed road/easement right of way.
- f. easements for public utilities from each parcel to existing public utility facilities.
- g. any existing improvements (buildings, wells, septic systems, reserve areas, driveways, etc.).
- h. any of the features checked in question 6.

- C. _____ Land Division Tax Payment Certificate Form from Kalamazoo County Treasurer’s Office.
- D. _____ Indication of approval or permit from Road Commission of Kalamazoo County or Michigan Department of Transportation for each proposed new road, easement, or driveway.
- E. _____ Copy of any transfer document (Sec. 109(4) of the act) which may be a Warranty Deed or Land Contract to be executed at time of closing. Be sure to indicate number of division rights transferred and “Right to Farm” statement.
- F. _____ OPTIONAL – Soil evaluation or septic system permit for each proposed parcel prepared by Kalamazoo County Health Department, or each proposed new parcel is serviced by a public sewer system.
- G. _____ OPTIONAL – Evaluation/indication of approval will occur or a well permit for potable water for each proposed parcel prepared by Kalamazoo County Health Department for each proposed new parcel not serviced by a public water system.

8. Improvements: Describe any existing improvements (buildings, wells, septic, etc.) which are on the parent parcel or indicate none.

9. Affidavit and permission for Oshtemo Township, Kalamazoo County and State of Michigan officials to enter the property for inspections:

I agree the statements made above are true, and if found not to be true this application and any approval will be void. Further I agree to comply with the conditions and regulations provided with this division. Finally, I understand this is only a parcel division which conveys only certain rights under the applicable local land division ordinance, the local zoning ordinance, and the State Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended (particularly by P.A. 591 of 1996), MCL 560.101 et. Seq.), and /or the Condominium Act (PA 59 of 1987 as amended) and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction, or other property rights.

Finally, if this division is approved, I understand zoning, local ordinance, and State Acts change from time to time, and if changed, the divisions made here must comply with the requirements (apply for division approval again) unless deeds, leases, or land contracts, or surveys representing the approved divisions are recorded with Register of Deeds or the division is built upon before the changes to laws are made.

Property Owner(s) Signature

Date

Approval from the Health Department of on-site water and septic systems is no longer required (by statute) for parcels larger than one acre. This approval will be required prior to a building permit being issued.

This form is designed to comply with applicable local zoning, land division ordinances, and Sec. 109 of the Michigan Land Division Act (formally the subdivision control act. P.A. 288 of 1967, as amended [particularly by P.A. 591 of 1996]. MCL 560.101 et Seq.).

FOR OFFICE USE ONLY

Parcel ID # 3905-____-____-____ Application/#_____

Number of splits allowed by statute _____ Number of splits requested _____

____ Planning/Zoning Official Approval

____ **Approved** – Conditions if any_____

____ **Denied** – Reasons_____

Signature(s)/Title(s)

Date



Thomas Whitener

Kalamazoo County Treasurer

201 W Kalamazoo Ave Rm 104, Kalamazoo, MI 49007 | 269-384-8124 | treasurer@kalcounty.com

Land Division Tax Payment Certification Form

Name: _____ Phone: _____

Owner Address: _____

Owner City, State, Zip: _____

Property Address: _____

Property City, State, Zip: _____

Parcel ID Number: _____

All applications must include:

- (1) The surveyed legal description of the parcel to be divided
- (2) \$5 certification fee (made payable to the Kalamazoo County Treasurer)
- (3) A self-addressed, stamped envelope

PLEASE DO NOT WRITE BELOW THIS LINE:

Reviewer's Actions

Certification Denied

Denial explanation:

Certification Approved

I certify that, as to the lands herein described, all property taxes and special assessments turned over to the County Treasurer for collection on the parcel or tract subject to the proposed division for the 5 years preceding the date of the application have been paid except that if checked below:

This certificate does not cover taxes or current special assessment installments for the most recent year because the delinquent tax roll is not yet available.

Treasurer's Office Signature: _____ Date: _____