



7275 W. MAIN STREET, KALAMAZOO, MI 49009-9334
269-375-4260 FAX 375-7180 TDD 375-7198
www.oshtemo.org

Land Division Application

Approval of a division of land is required before it is sold, when the new 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 \$150.00 application fee is required with your request.** Make checks payable to Oshtemo Township.

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

_____ Phone () _____

1. Location of parent parcel to be split:

Address _____ Parcel ID #3905-____-____-_____

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

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

No _____ Yes _____ Parcel ID #(s) _____

2. Property Owner Information:

Name(s) _____ Phone() _____

Address _____

3. Applicant Information (if other than property owner)

Name(s) _____ Phone() _____

Address _____

4. Proposal – Describe the division(s) being proposed:

Number of new parcels _____

New parcels are being created for _____ buildable or _____ non-buildable status

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

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

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

_____ A new public road, proposed road name _____

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

_____ A recorded easement (driveway), cannot service more than one potential site.

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 Statute. Make sure your deed includes both statements as required in Section 109(3) and 109(4) of the Statute.)

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

_____ is a lake front parcel.

_____ includes a wetland.

_____ includes a beach.

_____ is within a flood plain.

_____ is on muck soils known to have severe limitations for on site 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. A legal description for the parent parcel and each new parcel (label each new parcel to correspond with survey).

- _____ A legal **description** for each proposed new road, easement or shared driveway.
- _____ B. A survey, sealed by a professional surveyor at a scale of 100', 200' or 400' per 1", of proposed divisions of parent parcel (label each new parcel to correspond with legal descriptions). **OR**
- _____ A map/drawing drawn to scale of 100', 200' or 400' per 1", of proposed divisions of parent parcel (label new parcels to correspond with legal descriptions). Submitting a map/drawing of proposed split and the 45 day limit is waived.
- Signature of owner or agent _____
- The survey or map/drawing **must** include all of the following:
- a. current boundaries as of March 31, 1997
 - b. all previous divisions made after March 31, 1997 (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, driveways, etc.)
 - h. any of the features checked in question 6
- _____ C. Indication of approval or permit from the Kalamazoo County Road Commission or MDOT for each proposed new road, easement or driveway.
- _____ D. A 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.
- _____ E. OPTIONAL – A soil evaluation or septic system permit for **each proposed parcel** prepared by the Kalamazoo County Health Department, or each proposed new parcel is serviced by a public sewer system.
- _____ F. OPTIONAL – An evaluation/indication of approval will occur, or a well permit for portable water for **each proposed parcel** prepared by the Kalamazoo County Health Department, or each proposed parcel is 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 parent parcel 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 does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

Finally even if this division is approved, I understand zoning, local ordinances and State Acts change from time to time, and if changed the divisions made here must comply with the new requirements (apply for division approval again) unless deeds, land contracts, leases 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 for on-site water and septic systems is no longer required (by statute) for parcels larger than one acre, but is encouraged. 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.)

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: _____