

<b>FOR OFFICE USE ONLY</b>					
GIS	<input type="checkbox"/>	ASG	<input type="checkbox"/>	MAP	<input type="checkbox"/>
DEED (if applicable)			<input type="checkbox"/>		
ACKNOWLEDGEMENT (if applicable)			<input type="checkbox"/>		

**Land Redescription Application**

Answer all questions and include all attachments or the application will be returned unprocessed. **A \$100.00 application fee is required with your request.** Make checks payable to Oshtemo Township. Only properties that are adjacent can be redescribed.

**1. Applicant Information (if other than property owner)**

Name(s) \_\_\_\_\_ Phone( ) \_\_\_\_\_

Address \_\_\_\_\_

**2. Location of parcels to be redescribed:**

ID #3905-\_\_\_\_-\_\_\_\_-\_\_\_\_\_

Name(s) \_\_\_\_\_ Phone( ) \_\_\_\_\_

Property Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

ID #3905-\_\_\_\_-\_\_\_\_-\_\_\_\_\_

Name(s) \_\_\_\_\_ Phone( ) \_\_\_\_\_

Property Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Legal Descriptions of existing parcels (attach additional sheet(s) if necessary)

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**3. Proposal – Describe the changes being proposed:**

Proposed parcels are \_\_\_\_\_buildable or \_\_\_\_\_non-buildable status

The intended use (residential, commercial, etc.)\_\_\_\_\_

**4. Developmental Site Limits – Check each that represents a condition which exists on any part of the parcels and indicate which parcel:**

\_\_\_\_\_existing buildings.

\_\_\_\_\_well.

\_\_\_\_\_septic

\_\_\_\_\_Existing easements

**5. Attachments – All attachments must be included. Letter each as shown here:**

\_\_\_\_\_A. A legal description for each proposed parcel (label each new parcel to correspond with survey).

\_\_\_\_\_ A legal description for any proposed access, easement or shared driveway.

\_\_\_\_\_B. A survey, sealed by a professional surveyor at a scale of 100', 200' or 400' per 1", of proposed 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 each parcel (label new parcels to correspond with legal descriptions). Submitting a map/drawing of proposed changes and the 30 day limit is waived.

Signature of owner or agent\_\_\_\_\_

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

- a. current boundaries with dimensions
  - b. dimensions of the proposed changes with dimensions
  - c. existing and proposed road/easement right of way, shared driveway
  - d. **any existing improvements**...buildings, wells, septic systems, driveways, any setbacks from proposed property lines.
- \_\_\_\_\_ C. A copy of any transfer document which may be a Warranty Deed or Land Contract to be executed at time of closing.

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

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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 parcel redescription. Finally, I understand this is only a redescription 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 if this redescription is approved, I understand Deeds, or Land Contracts representing the approved redescription shall be recorded with Register of Deeds by the applicant, or any approval will be void.

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\_\_\_\_\_  
Property Owner(s) Signature or his/her agent Date

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\_\_\_\_\_  
Property Owner(s) Signature or his/her agent 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. 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.)

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**Office Use Only**

Parcel ID # 3905-\_\_\_\_-\_\_\_\_-\_\_\_\_ Application/# R\_\_\_\_\_

Parcel ID # 3905-\_\_\_\_-\_\_\_\_-\_\_\_\_

Parcel ID # 3905-\_\_\_\_-\_\_\_\_-\_\_\_\_

\_\_\_\_\_ 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:

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#### 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: \_\_\_\_\_