

**PARCEL DIVISION APPLICATION**  
**CHARTER TOWNSHIP OF KALAMAZOO**  
1720 Riverview Drive  
Kalamazoo, Michigan 49004  
(269) 381-8080  
FAX (269) 381-8794

You **MUST** answer all questions and include all attachments or this will be returned to you. Bring or mail to the Charter Township of Kalamazoo at the above address.

**Approval of a division of unplatted land is required before it is sold, leased for more than 1 year, or developed where it results in 1 or more parcels of less than 40 acres and not just a property line adjustment (Section 102 d & f).**

This form is designed to comply with Section 108, 109, and 109a of the Michigan Land Division Act (formerly the Subdivision Control Act, PA 288 of 1967, as amended particularly by PA 591 of 1996 and PA 87 of 1997, MCL 560, et seq). **Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.**

1. LOCATION of PARENT to be split: Address: \_\_\_\_\_ Road Name: \_\_\_\_\_  
PARENT PARCEL IDENTIFICATION NUMBER: \_\_\_\_\_  
Parent Parcel Legal Description (describe and attach): \_\_\_\_\_  
\_\_\_\_\_
  
2. PROPERTY OWNER INFORMATION:  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Area Code and Phone: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
\_\_\_\_\_
  
3. PROPOSED DIVISION(S) COMPLY WITH THE FOLLOWING:
  - A. Number of new parcels \_\_\_\_\_
  - B. Intended use (residential, commercial, etc.) \_\_\_\_\_
  - C. Each proposed parcel has a depth to width ratio of not more than 4 to 1.
  - D. Each parcel has a width of \_\_\_\_\_ (Not less than required by Ordinance).
  - E. Each parcel has an area of \_\_\_\_\_ (Not less than required by Ordinance).
  - F. The division of each parcel is accessible as follows: (check one)
    - a) \_\_\_\_\_ Each new division has frontage on an existing public or private road.  
Public or private road name: \_\_\_\_\_
    - b) \_\_\_\_\_ Through a new public road -- proposed road name: \_\_\_\_\_
    - c) \_\_\_\_\_ Through a new private road -- proposed road name: \_\_\_\_\_
    - d) \_\_\_\_\_ Through an easement either recorded or to be recorded.
  - G. The attached legal description of the proposed new road, easement or shared driveway
  - H. The attached legal description for each proposed new parcel.
  
4. FUTURE DIVISION authority being transferred from the parent parcel to another parcel. Indicate number transferred: \_\_\_\_\_. (See Section 109(2) of the Statute. Make sure your deed includes both statements as required in 109(3 & 4) of the Statute pertaining to transfer of division rights and protection by the Michigan Right to Farm Act).
  
5. DEVELOPMENT SITE LIMITS - Check each which represent a condition which exists on the parent parcel:  
\_\_\_\_\_ Waterfront property (river, lake, pond, etc.) \_\_\_\_\_ Includes wetlands  
\_\_\_\_\_ Is within a flood plain \_\_\_\_\_ Includes a beach  
\_\_\_\_\_ Is on muck soils or soils known to have several limitations for on site sewage system

6. ATTACHMENTS - All of the following attachments **MUST BE INCLUDED**. Letter each attachment as shown.
- A. A tentative parcel map drawn to scale and showing approximate divisions and the following:
    - (1) Current boundaries (as of March 31, 1997),
    - (2) All previous divisions made after March 31, 1997 (indicate when made or none),
    - (3) The proposed divisions(s),
    - (4) Dimensions of the proposed divisions,
    - (5) Existing and proposed road/easement right(s) of way,
    - (6) Easements for public utilities from each parcel that is a development site to existing public utility facilities,
    - (7) Any existing improvements (buildings, wells, septic system, driveways, etc.), and
    - (8) Any of the features checked in question No. 5.
  - B. Indication of approval, or permit, from Kalamazoo County Road Commission or State Transportation Department, that a proposed easement provides vehicular access to an existing road or street and meets applicable location standards.
  - C. A copy of any proposed transfer of division rights (Section 109(3) of the Act) from the parent parcel.
  - D. A fee of \$100.00.
  - E. Land Division Tax Payment Certification Form
7. IMPROVEMENTS - Describe any existing improvements (buildings, wells, septic, etc.,) which are on the parent parcel or indicate
8. Verification, inspection permission, and acknowledgement of conditions.

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 pertaining to this parent parcel division. Further, I hereby give permission for officials of the municipality, county and the State of Michigan to enter the proposed parcel divisions for purposes of inspection. Finally, I understand that this is only a proposed parcel division under the applicable Township Land Division Ordinance and the State Land Division Act (formerly the Subdivision Control Act PA 288 of 1967, as amended), and is subject to any other statutes, building codes, zoning ordinances, deed restrictions, or other property regulations or limitations applicable to parcels.

Finally, even if this division is approved, I understand that local ordinances and state statutes change from time to time and, if changed, the divisions made here must comply with any new requirements (apply for division approval again) unless deeds representing the approved divisions are recorded with the Register of Deeds or the divided parcels are built upon before such changes are made.

Property Owners Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY** Total Fee: \$ \_\_\_\_\_ Check No: \_\_\_\_\_

**Reviewer's Action:**

Application Completed: Date \_\_\_\_\_ Approval Date \_\_\_\_\_  
 Denial Date \_\_\_\_\_ Reasons for denial: (Attach additional page if necessary) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ 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: \_\_\_\_\_