

revision date 12/02

Date Received _____

SOUTH HAVEN CHARTER TOWNSHIP
APPLICATION FOR LAND DIVISION

- Notes:
1. Each land division must meet all requirements of Michigan law and the South Haven Township Land Division Ordinance. Each newly-created parcel must also meet requirements of the Zoning Ordinance for the zoning classification.
 2. Property taxes must be paid in full.
 3. Application must be signed by the OWNER as well as any land contract holder or mortgage holder.
 4. Application must include all requested information. Copy of a deed must be provided. An incomplete application shall not be approved.
 5. Before a division is recorded, application must be reviewed and approved by the Township Zoning Administrator or Supervisor.
 6. Following approval, new parcel numbers must be obtained from Van Buren County Land Description Office before any permit can be issued. Division must be recorded with the Van Buren County Register of Deeds or reported to the County Land Description Office within 90 days after approval or approval shall be null and void.

Registered Property Owner

Name _____

Address _____

Telephone Day _____ Night _____

Authorized Representative (if applicable) _____

Telephone Day _____ Night _____

Describe Property to be Split (Attach surveyor's drawing showing parent parcel and every new parcel and new legal descriptions)

Location _____

Property Number and Map Number of parcel to be split (see tax bill) _____

80-17-____-____-____, map/plate number _____

Property Numbers and Map Numbers of all contiguous parcels in common ownership. 80-17-____-____-____, _____

Dates of all splits within the last 10 years _____

Current Zoning Classification _____

Describe Requested Division(For example, "Split two 1 acre lots from 8 acre parent parcel consisting of 1250, 1251 and 1251A as shown on attached drawing").

Describe ownership of future division rights (ie. transfer to new parcel(s) or retain by parent) _____

Will parcel change ownership? Yes () No (). When will new deed be recorded at the County? _____

Attach new legal descriptions and surveyor's drawing. Drawing must show:

- a. dimensions and useable acreage (excluding road right-of-ways) of each new parcel.
- b. locations of frontage roads and easements for each lot.
- c. locations of existing structures with distances from new lot lines.

PLEASE NOTE: A new Homestead Application MUST be applied for by the applicant, AND, application must be filed with the Township by May 1st of the year, to be on the next tax bill cycle. (Contact the Township Hall for the Homestead Application form).

Signature of Owner _____ Date _____
Signature of Land Contract Holder _____ Date _____
Signature of Mortgage Holder _____ Date _____
Title _____

— OFFICIAL USE ONLY, DO NOT WRITE BELOW THIS LINE —

TOWNSHIP TREASURER VERIFICATION THAT PROPERTY TAX IS PAID UP:

Signed _____ Date _____

ZONING ADMINISTRATOR/SUPERVISOR ACTION:

_____ Approved Date Transmitted to County Land Description Office _____

_____ Approved with conditions
Conditions: _____

_____ Denied
Reasons for Denial: Ordinance Section _____

Signature: _____ Date: _____
Position: _____

Parent Parcel Number is _____, consisting of the divided parcel plus the following adjacent parcels in common ownership _____

New Parcel Numbers are: _____

Applicant contacted:
Phone Date _____
Letter Date _____
Revision received: _____
Revision Action:
_____ Approved
_____ Denied

Signature: _____ Date: _____