

CHARTER TOWNSHIP OF SOUTH HAVEN

VAN BUREN COUNTY, MICHIGAN
097761 BLUE STAR MEMORIAL HIGHWAY
SOUTH HAVEN, MICHIGAN 49090
TELEPHONE (616) 637-3305

LAND DIVISION PROCESS SUMMARY:

1. **PICK UP APPLICATION FORM @ TOWNSHIP HALL
NOT REQUIRED, BUT SUGGESTED:
-Bring sketch of proposed division(s) to the Township Zoning
Administrator & check for problems.**
2. **HIRE SURVEYOR TO MAKE NEW LEGAL DESCRIPTIONS AND
DRAWING**
3. **SUBMIT COMPLETE APPLICATION WITH SURVEYOR'S DRAWING,
DESCRIPTIONS, AND FEE (SEE APPLICATION) TO THE
TOWNSHIP ZONING ADMINSTRATOR**
4. **PAY ALL BACK TAXES OWED.**
5. **WAIT ONE WEEK, BUT NOT MORE THAN 90 DAYS, THEN RECORD
A DEED OF SALE (OR QUIT-CLAIM DEED TO SELF) OF THE NEW
DESCRIPTIONS AND SURVEYOR'S DRAWING.**
7. **IF YOU HAVE A HOMESTEAD EXEMPTION ON THIS PROPERTY,
THEN A NEW HOMESTEAD APPLICATION MUST BE APPLIED
FOR BY THE APPLICANT, AND, THE APPLICATION MUST BE
FILED WITH THE TOWNSHIP BY MAY 1ST OF THE YEAR TO
BE ON THE NEXT TAX BILL CYCLE. (A Homestead Application
form can be obtained at the Township Hall).**
8. **CONTACT COUNTY LAND DESCRIPTION OFFICE FOR NEW PARCEL
NUMBER(S) - (616) 657-8243.**

LAND DIVISION CHECK LIST -- SOUTH HAVEN CHARTER TOWNSHIP

OWNERSHIP

1. Only the owner of the property can apply for a land division
 - a Land Contract does NOT constitute ownership, the application must be signed by the seller if the land contract has not been paid off.
 - if there is a mortgage on the land the mortgage holder must also sign.
 - normally a copy of the most recent tax bill will suffice but a copy of the deed is actually required.
 - NOTE: all taxes must be paid or the division will not be allowed.
2. Is this a redivision of parcels which are under separate ownership?
If so then, (1) a deed must be recorded with the County Register of Deeds and a copy included in the application, and, (2) the Lot Combination form must be completed and submitted to the Assessor and to County Land Descriptions. This must occur before the new split can be accomplished.

APPLICATION

1. The Township's form must be completely filled out. An incomplete form cannot be accepted.
 - the required fee is part of the application and must be included.
2. Applicant must submit a drawing showing ALL adjacent parcels in the applicant's ownership.
 - "Adjacent" means: Having at least one common point, being on either side of a county road or a private easement. Normally, State highway right-of-ways and platted subdivision street right-of-ways do not revert if abandoned and therefore parcels across these right-of-ways are NOT adjacent.
3. Parcel numbers are shown on your tax bill(s).
4. Ask the Zoning Administrator how many potential splits you have. You must account for all potential splits in your application. Any splits not used must be assigned to one or more of the parcels.
5. A surveyor's drawing and legal descriptions must be submitted.
 - all existing structures must be shown with distances to all new lot lines.
 - all new easements must be shown.
6. Application must be signed by the owner (or representative with legal power of attorney notice attached).

SCHEDULE:

1. When the complete application is submitted and the fee paid, the application will be reviewed by the Township Zoning Administrator who will either approve or deny the application. If your application is denied the Zoning Administrator will give you the reasons.
4. Once the division is approved, the applicant must record the new parcel with the County Register of Deeds within 90 days. If there is no actual sale then a simple quit-claim can be filed from the owner to the owner with the new descriptions.
5. Before the next May 1st, if there is a Homestead Exemption on the property, the applicant must file a new Homestead Application with the Township or when the new numbers are assigned you will lose your Homestead Exemption. (The Homestead Application Form can be obtained at the Township Hall).
6. The Township automatically faxes the approved drawings and descriptions to County Land Description for new parcel numbers (provided the taxes have been paid). The new parcel numbers are usually assigned within a week.