

Land Division Application Information Sheet

Feel free to contact the Zoning Administrator with any questions regarding Land Division

Tasha Smalley

MTS – Allegan 111 Grand St Allegan MI 49010

1-800-626-5964 email – mtsallegan@frontier.com

1. Land Divisions application
2. Submit along with the application and fee(s):
 - a. Survey or surveyors drawing sealed by a professional surveyor showing the existing parcel(s) and the proposed division(s) including any other applicable information as stated on application
 - b. Proposed new legal descriptions
 - c. Copy of the deed to check for the number of divisions allowed/ transferred
 - d. Certification of tax and/or special assessment payment; to be completed by the County Treasurer. Paid tax receipt is not adequate.
 - e. Driveway permit from the County Road Commission or proof that the new parcel is accessible (has an area a driveway can provide vehicle access from existing road/street).
3. Other applicable information
 - a. Incomplete applications will be returned
 - b. An application will be approved or denied within 45 days of receipt of the complete application. *Typical approval time is 5-7 days.* The approval is mailed to the address on the application. The approval can be emailed if requested and email address provided.
 - c. The division(s) is not legal until a deed is recorded with the County Register of Deeds.
 - d. Each land division must meet all the requirements of the Township Land Division Ordinance and the State Land Division Act.
 - e. The approval of a land division does not imply that any existing or new parcel is buildable or developable. The owner or potential purchasers assume all liability relating to usability of existing or new parcel(s).
 - f. Preparing the deed – deed must contain the following language:
 - This property may be located within the vicinity of farm land or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used are protected by the Michigan Right to Farm Act. {MCL 560.109(4)}
 - The grantor grants to the grantee the right to make [insert “zero”, a number, or “all”] division(s) under Section 108 of the land division act, 1967 PA 288, MCL 560.108. {MCL 560.109(3)}
 - g. New tax numbers will not be valid until the next January of the year approved. (example: if approved March 2022, valid Jan 2023, etc)

Submit application, fee and other information to:

Tasha Smalley

MTS – Allegan

111 Grand Street, Allegan MI 49010

1-800-626-5964

South Haven Charter Township
09761 Blue Star Hwy South Haven MI 49090
269-637-3305 shtwp.zoninga@gmail.com
Zoning Department 111 Grand St Allegan MI 49010 1-800-626-5964 mtsallagan@frontier.com

LAND DIVISION APPLICATION

Property Owner

Name _____
Address _____
Telephone _____ Email _____

Applicant (if applicable)

Name _____
Address _____
Telephone _____ Email _____

Describe Property to be Split

Address/Location _____

Current parcel number 80-17- _____ map/plate number _____

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 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 proposed legal descriptions and survey. Survey must show:

- a. dimensions and acreage (excluding road right-of-ways) of each new parcel.
- b. location of roads for each lot.
- c. locations of existing structures with distances from proposed lot lines.
- d. legal description of parent, new division(s) and remainder parent

Signature of Owner(s) _____ **Date** _____

Signature of Applicant _____ **Date** _____

Application submittal information

1. Each land division must meet all requirements of Land Division Act and the South Haven Charter Township Land Division Ordinance.
2. Each newly-created parcel must meet requirements of the Zoning Ordinance for the zoning classification.
3. Verification that taxes and special assessments have been paid. Van Buren County Tax Certification form must be completed by the County Treasurer.
4. Application must be signed by the owner(s) and the applicant (if applicable).
5. Attach copy of survey (surveyor's drawing) and new proposed legal descriptions.
6. Attach copy of current deed.
7. Before division(s) is recorded, application must be reviewed and approved by the Township Zoning Administrator (*or Supervisor*).
8. Following the approval, the division must be recorded with the Van Buren County Register of Deeds within 90 days after approval or approval shall be null and void.
9. Application fee: \$75.00 for first division and \$10.00 each additional division; make payable to South Haven Township.

NOTE: A new homestead application should be applied for by the owner/applicant and application should be filed with the Township by May 1st of the year to be on the next tax bill cycle.

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

ACTION:

Approved
 Approved with conditions:

Signature: _____ Date: _____
 Zoning administrator / Supervisor

Denied

Reasons for Denial: Ordinance Section _____

Applicant copy _____ Assessor copy _____ County copy _____



Office of the County Treasurer

Trisha Nesbitt, Treasurer
Tania Sheeley-Myers, Chief Deputy

219 East Paw Paw Street, Suite 101
Paw Paw, Michigan 49079-1499
Phone: (269) 657-8228 Fax: (269) 657-8227
E-mail: NesbittT@vbco.org

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) A legal description of the parcel to be divided
- (2) \$5 certification fee (made payable to the Van Buren 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 due 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 this certificate does not cover taxes for the most recent year because the delinquent tax roll is not yet available.

Treasurer's Office Signature: _____ Date: _____