



# LAND DIVISION APPLICATION

Assessor's Office  
241 West South Street  
Kalamazoo, MI 49007  
(269) 337-8011  
[www.kalamazoo.org](http://www.kalamazoo.org)

You **MUST** answer all questions and include **all** attachments, or this application will be returned to you.  
Bring or mail the application to the above address:

*Approval of a division of land may be required before it is sold, when the new parcel is less than 40 acres and not just a property line adjustment (§102 (e&f)).*

In the box to the left, fill in where you want this form sent, when the review is completed.

_____
Name
_____
Address
_____
City, State, Zip
_____
Phone Number / Mobile Number / FAX Number

This form is designed to comply with applicable local zoning, land division ordinances and §109 of the Michigan Land Division Act (formerly the subdivision control act, 1967 PA 288, as amended (particularly by 1996 PA 591 & 1997 PA 87), MCL 560.101 et. seq.)

### Land Division Fees for the City of Kalamazoo

- 1 split (creates 2 parcels) - \$200 *4 splits or*
- 2 splits (creates 3 parcels) - \$225 *more may*
- 3 splits (creates 4 parcels) - \$250 *require a plat*
- 4 splits (creates 5 parcels) - \$275 *to be done*

1. LOCATION of parent parcel to be split:

Address: \_\_\_\_\_

Parent parcel number: 39- \_\_\_\_\_

Legal description of Parent Parcel (attach extra sheets if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. PROPERTY OWNER Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Mobile: \_\_\_\_\_

3. PROPOSAL: Describe the division (s) being proposed:

- A. Number of new Parcels \_\_\_\_\_
  - B. Intended use (residential, commercial, industrial etc. ) \_\_\_\_\_
  - C. Current zoning for area \_\_\_\_\_
  - D. The division of the parcel provides access to an existing public road by: (check one)
    - \_\_\_\_\_ Each new division has frontage on an existing public road. Name of existing road: \_\_\_\_\_
    - \_\_\_\_\_ A new public road, proposed road name: \_\_\_\_\_  
 Include engineering drawings for proposed road (Road name cannot duplicate an existing road name.)
    - \_\_\_\_\_ A new private road, proposed road name: \_\_\_\_\_  
 Include engineering drawings for proposed road (Road name cannot duplicate an existing road name.)
    - \_\_\_\_\_ Easements for driveway or ROW purposes:  
 Include engineering drawings for proposed easements
  - E. Write here, or attach, a legal description of the proposed new road (attach extra sheets if needed): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

4. Write here, or attach, a legal description for each proposed new parcel (attach extra sheets if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. FUTURE DIVISIONS

- A. Future Divisions that might be allowed but not included in this application? \_\_\_\_\_
- B. The number of future divisions being transferred from the parent parcel to another parcel? \_\_\_\_\_  
Identify the other parcel: \_\_\_\_\_
- C. Name and address of the transferor and transferee of future divisions: \_\_\_\_\_

(See section 109 (2) of the Statute. Make sure your deed includes both statements as required in section 109 (3) and 109 (4) of the Statute.)

6. DEVELOPMENT SITE LIMITS Check each that represents a condition which exists on the parent parcel.

Any part of the parcel:

- \_\_\_\_\_ is in a DNR-designated critical sand dune area.
- \_\_\_\_\_ is riparian or littoral (it is a river or lake front parcel).
- \_\_\_\_\_ is affected by a Lake Michigan High Risk Erosion setback.
- \_\_\_\_\_ includes a wetland.
- \_\_\_\_\_ includes a beach.
- \_\_\_\_\_ is within a flood plain.
- \_\_\_\_\_ includes slopes more than twenty five percent (a 1:4 pitch of 14 angle) or steeper.
- \_\_\_\_\_ is on muck soils or soils known to have severe limitations for on site sewage systems.
- \_\_\_\_\_ is known or suspected to have an abandoned well, underground storage tank or contaminated soils.

7. ATTACHMENTS (all attachments **must** be included). Letter each attachment as shown here.

- \_\_\_\_\_ A. 1. **3 COPIES** of a survey, sealed by a professional surveyor of proposed division (s) of parent parcel: \_\_\_\_\_
  - OR** 2. **3 COPIES** of a map/drawing of proposed division (s) of parent parcel and the 45 day time limit is waved: \_\_\_\_\_
- Signature: \_\_\_\_\_

**EACH** survey or map must show all of the following:

- 1) Current boundaries (as of March 31, 1997), and
- 2) all previous divisions made after March 31, 1997 (indicate when made or none), and
- 3) the proposed division (s), and
- 4) dimensions of the proposed divisions, and
- 5) existing and proposed road/easement rights-of-way, and
- 6) easements for public utilities from each parcel to existing public utility facilities, and
- 7) any existing improvements (buildings, wells, septic systems, driveways, etc.) Question #8
- 8) any of the features checked in question number 6.

- \_\_\_\_\_ B. **Each** proposed parcel is served or will be served by a public sewer system (approval from corresponding municipal department) **OR**  
an evaluation/indication of approval of a soil evaluation or septic system permit **for each proposed parcel** prepared by the County Environmental Health Department or Michigan Department of Environmental Quality.
- \_\_\_\_\_ C. **Each** proposed parcel is served or will be served by a public water system (approval from corresponding municipal department) **OR**  
an evaluation/indication of approval for a well permit for potable water **for each proposed parcel** prepared by the County Environmental Health Department or Michigan Department of Environmental Quality.
- \_\_\_\_\_ D. Indication of approval, or permit form County Road Commission, MDOT, Health Department, or respective city/village street administrator, for each proposed new road, easement, or shared driveway **OR** access to a existing public road.
- \_\_\_\_\_ E. A copy of any transferred divisions rights (§109 (4) of the act) in the parent parcel.
- \_\_\_\_\_ F. A fee of \$\_\_\_\_\_. [1 split (creates 2 parcels) - \$200; 2 splits (creates 3 parcels)- \$225; 3 splits (creates 4 parcels) – \$250; 4 splits (creates 5 parcels) - \$275]
- \_\_\_\_\_ G. A written confirmation from County Treasurer’s, City Treasurer’s, or both showing all due and payable taxes and special assessments have been paid.
- \_\_\_\_\_ H. A statement or letter of confirmation from the City Zoning Administrator stating compliance with all current City Zoning Ordinances, minimum parcel sizes, minimum road frontage, etc. or his signature here \_\_\_\_\_
- \_\_\_\_\_ I. Other (please list) \_\_\_\_\_

8. IMPROVEMENTS Describe any existing improvements (buildings, well, septic, etc.) which are on the parent parcel, or indicate none (attach extra sheets if needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. AFFIDAVIT and permission for city, township, county, and state officials to enter the property for inspections:  
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 parent parcel division. Further, I give permission for officials of the city, township, county and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify that the information on the application is correct at a time mutually agreed with the applicant. Finally, I understand this is only a parcel division 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, 1967 PA 288, as amended (particularly by 1996 PA 591 & 1997 PA 87), MCL 560.101 et. Seq.), and does not include any representation of conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

Finally even if this division is approved, I understand zoning, local ordinances and State Acts change from time to time, and if changed the division (s) made here must comply with the new requirements (apply for division approval again) unless deeds, land contracts, leases or surveys representing the approved division (s) are recorded with the Register of Deeds or the division is built upon before the changes to laws are made. **Approval is void in 60 days if transfer document is not recorded.**

Property Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

*The City has 45 days to review the application and return it to the address on the first page. That time may be waved if item 6A is signed. If there is any missing information, the application will be returned and the time limit will start over when the application is resubmitted.*

DO NOT WRITE BELOW THIS LINE:

Reviewer's action: Total \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Date application is received (stamped in by staff member) \_\_\_\_\_

Approved:  
Conditions: \_\_\_\_\_ file a recorded deed, land contract, lease, or survey showing splits within 60 days  
\_\_\_\_\_ any other conditions: \_\_\_\_\_  
\_\_\_\_\_

Denied:  
Reasons (cite § ): \_\_\_\_\_  
\_\_\_\_\_

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

Sixty day time limit starts \_\_\_\_\_

Application mailed back to the applicant on \_\_\_\_\_

\*\*\*\*\* NOTE \*\*\*\*\* NOTE \*\*\*\*\* NOTE \*\*\*\*\*

**If approval is granted**

A deed, land contract, lease, or survey creating the proposed parcels **must be recorded** at the County Register of Deeds **within 60 days AND a copy** of that recorded deed, land contract, lease, or survey **delivered to the Assessor's office as soon as possible.**

Failure to do so makes an approval null and void and will require a **new application** to be submitted for splitting.

This division approval is not a determination that adequate facilities are available for public water and/or sewer, nor a determination that any parcel which results from the division will satisfy any applicable standards for on-site water supply and/or on-site sewage disposal. The City and its officers and employees are not liable if a building permit is not issued for any parcel due to the inability of a parcel to be serviced by public water or sewer, nor due to the inability of a parcel to obtain approval for on-site water or sewage disposal.