

FOR INTERNAL USE ONLY

Application # _____

Date LD Fee paid: _____

Application Received: _____



INTERNAL USE ONLY

Name: _____

Parcel number(s): _____

LAND DIVISION APPLICATION

This application is made pursuant to P.A. 591 of 1996 and P.A. 87 of 1997, Land Division Act, as amended.

The applicant shall be notified within 45 days after receipt of a complete application conforming to Lake Charter Township Ordinance requirements and the State Land Division Act, and shall promptly notify the applicant of the decision, and if denied, the reasons for denial.

Please answer all questions fully and include all requested attachments. If an item does not apply, please note this with N/A. **DO NOT** leave any blanks.

An incomplete application will be returned to applicant and the applicant will have fourteen (14) days to correct any omission(s). If applicant fails to provide the missing items within fourteen (14) days, this application shall be void.

An approved application will expire on December 31 of the year of approval and any payments made will be forfeited if no action has been taken by the applicant.

Please note:

1. Platted lots cannot be combined with metes and bounds lots
2. School districts must be identical on all parcels
3. Combinations/divisions over section lines are not allowed
4. Combinations must have identical ownership
5. New property numbers will be assigned and will not become active until January 1 of the following tax year

Date of application: _____
Applicant Name: _____
Owner Name: _____
Relationship to owner/taxpayer: _____
Contact Mailing Address: _____
City, State ZIP: _____
Primary contact phone: _____ Cell phone: _____
Primary Contact Email: _____

PARENT PARCEL INFORMATION

1. Number of parcels involved with this application: _____
Note: If there is more than one, owner names **MUST** be identical on any new parcels that will be combined
a. Please list the owner name(s) of the parcel(s) included in this application (if different than applicant):

2. Parcel number(s) to be divided:
Parent Parcel #1: _____ Approx. Acreage: _____
Parent Parcel #2: _____ Approx. Acreage: _____
Parent Parcel #3: _____ Approx. Acreage: _____
Parent Parcel #4: _____ Approx. Acreage: _____

PROPOSED DIVISION

1. Number of new parcels being created by this division: _____
2. Will any new driveways be created with this division? _____
3. **Accessibility**-at least one of the following must apply to each new parcel created:
 Frontage on an existing public road: Road Name: _____
 Frontage on a new public road: Road name: _____
 Frontage on a new private road: Road name: _____
(Private roads must be approved and comply with the Private Road Ordinance #65)
 A recorded easement: Please list document number _____
4. Each new parcel has access to:
 Public Water Private Well
 Public Sewer Private Septic Not applicable (not a building site)
5. If any parcels have an existing address, list which child parcel is receiving each address. If any parcels are vacant but need an address assignment, please state which parcel(s) this applies to. Continue on back page if necessary. Property address numbers are determined by 911 and will be issued when the new parcel becomes effective.

PLEASE PROVIDE THE REQUIRED ATTACHMENTS:

- Survey which contains the following:
 - Current parent parcel(s)
 - The proposed division(s)
 - Legal descriptions for proposed new parcel(s)
 - Dimensions and size of proposed divisions
 - Existing and proposed road/easement right of way(s)
 - Easements for public utilities from each new parcel to existing public utility facilities
 - Any existing improvements (buildings, sheds, wells, septic systems, driveways, etc.) must show distance from property lines to all structures
 - Any cemetery which is adjacent to or may have access through this parcel
- Indication of approval or permit from The Berrien County Road Department or MDOT for the location of each new road, easement or shared driveway, if applicable
- Soil evaluation and well and septic system permits from The Berrien County Health Department (if public water & sewer are not available) for each new **buildable parcel**, if applicable
- A certificate from the Berrien County Treasurer stating that 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 this application have been paid.

Use this area to provide any additional information and/or instructions regarding this division

DIVISION RIGHTS* (DO NOT LEAVE BLANK)

Using the Division look up table attached, please use a **number** to indicate how many original division rights are being transferred from the parent parcel and to which new child parcels are to receive them:

***If you are transferring division rights to a new parcel(s), you must complete Form 3278 Notice to Assessor of Transfer of the Right to Make Divisions of Land and submit with this application**

FEES

- A \$100 fee shall accompany each application for a land division. Please make checks payable to LAKE CHARTER TOWNSHIP.
- Berrien County Land Description requires a fee of \$105 for property divisions. Drop off or mail your written approval with new descriptions and fees to the Berrien County Land Description office no later than the last business day of the current year. More info can be found on their website at www.berriencounty.org.

Berrien County Land Description
701 N Main St.
St. Joseph, MI 49085
(269) 983-7111 ext. 8300

PLEASE INITIAL TO INDICATE YOUR AGREEMENT AND UNDERSTANDING TO THE FOLLOWING STATEMENTS:

- _____ I agree that the statements made herein are true and if found not to be true this application will be void.
- _____ I agree to comply with the conditions, provisions and/or regulations provided with this parent parcel division.
- _____ I agree and give permission for officials of Lake Charter Township, The County of Berrien, and/or The State of Michigan to enter the property where this parcel division is proposed for the purpose of inspection to verify information contained in this application is correct, if necessary.
- _____ I understand this is only a parcel division which conveys only certain rights under the applicable local Land Division Act. This does not include any representation or conveyance of rights in any Statute, Building Code, Zoning Ordinance, Deed Restriction or other property right.
- _____ The Township and its officers and employees shall not be liable if building permits for construction on the parcels are subsequently denied because of inadequate water supply, sewage disposal facilities or otherwise
- _____ I understand local zoning ordinances and The State of Michigan Acts change from time to time and if changed, the divisions made here must comply with the new requirements unless deeds, land contracts, leases or surveys representing the approved division are recorded with the Register of Deeds or the division is built upon before such changes to the law are made.
- _____ I am aware that if I later sell or transfer the property described in this application in whole or in part, I must record a deed with the Register of Deeds office indicating such sale/transfer of ownership.

MOST importantly,

- _____ I have been made aware of and fully understand that the NEWLY created parcels resulting from this division will not receive their own property tax bill until next tax year therefore;
- _____ **I will continue to receive a tax bill for the parent parcel(s) this year** and it is my responsibility to obtain the necessary funds from any sale/transfer in order to pay the current year property tax.
- _____ I have been made aware of and fully understand that Lake Charter Township will stop and/or reverse the land division process if the current year's property taxes are not paid in full by the end of the current taxing year. Summer tax bills are issued in July and are due September 14. Winter tax bills are issued in December and are due no later than February 14.

Applicant Signature: _____ Date: _____

Relation to the owner/taxpayer: _____

If applicant is not the owner, do you certify under penalty of perjury that you have permission from the owner/taxpayer to file this form on their behalf? _____

BELOW THIS LINE~ FOR OFFICIAL USE ONLY~

Number of divisions on this application: _____ Number of Divisions available: _____

Are property taxes up to date for all involved parcels? _____

[] APPROVED Comments/Provisions: _____

[] DENIED Reason for denial: _____

Signature: _____ Date: _____

Richard Kubsch, Lake Charter Township