

**Charter Township of Kalamazoo Assessor's Office
Form to Combine Parcels**

Date: _____

Owner's Name: _____

Address: _____

Phone #: _____ The phone number is in case there are problems with this form.

**This form is to notify the Township Assessor that a combination of properties is desired. This form must be completed and returned to the Township Assessor's Office before any permits are issued on the properties.
There is no fee to complete and submit this form.**

Statement: I would like to have the following contiguous properties combined into one parcel.

Address of Parcel	Parcel Identification Number

The reason I am requesting this combination is:

- Building a new structure or an addition which will cross current parcel lines.
If so, please state the type of construction: _____

PLEASE NOTE:

This form must be completed and returned to the Township Assessor's Office before permits can be issued for the property.

- Combine the parcels for tax purposes into one bill; no new construction.

This combination will be done for the next year's tax roll.

Please note that all the taxes must be paid in full for all parcels. BOTH THE SUMMER AND WINTER BILLS must be paid before a combination can be made. By signing below, you agree to have all the taxes paid in full. ***You must provide a legal description that combines all unplatted parcels with this application.***

Owner's Signature _____ Date _____

When the form is completely filled out, please return to the Township Assessor's Office. Only then will permits be issued for the properties.

This section for use by the Assessor's Office.

Date form was received	Preliminary approval for combination
By _____	By _____
Notified Building Department	Summer Taxes Paid
Date _____	Winter Taxes Paid
Final approval for combination	Date _____

**PARCEL DIVISION APPLICATION
CHARTER TOWNSHIP OF KALAMAZOO
1720 Riverview Drive
Kalamazoo, Michigan 49004
(269) 381-8080
FAX (269) 381-8794**

You **MUST** answer all questions and include all attachments or this will be returned to you. Bring or mail to the Charter Township of Kalamazoo at the above address.

Approval of a division of unplatted land is required before it is sold, leased for more than 1 year, or developed where it results in 1 or more parcels of less than 40 acres and not just a property line adjustment (Section 102 d & f).

This form is designed to comply with Section 108, 109, and 109a of the Michigan Land Division Act (formerly the Subdivision Control Act, PA 288 of 1967, as amended particularly by PA 591 of 1996 and PA 87 of 1997, MCL 560, et seq). **Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.**

1. LOCATION of PARENT to be split: Address: _____ Road Name: _____
PARENT PARCEL IDENTIFICATION NUMBER: _____
Parent Parcel Legal Description (describe and attach): _____

2. PROPERTY OWNER INFORMATION:
Name: _____ Address: _____
Area Code and Phone: _____ Zip Code: _____

3. PROPOSED DIVISION(S) COMPLY WITH THE FOLLOWING:
A. Number of new parcels _____
B. Intended use (residential, commercial, etc.) _____
C. Each proposed parcel has a depth to width ratio of not more than 4 to 1.
D. Each parcel has a width of _____ (Not less than required by Ordinance).
E. Each parcel has an area of _____ (Not less than required by Ordinance).
F. The division of each parcel is accessible as follows: (check one)
a) _____ Each new division has frontage on an existing public or private road.
Public or private road name: _____
b) _____ Through a new public road -- proposed road name: _____
c) _____ Through a new private road -- proposed road name: _____
d) _____ Through an easement either recorded or to be recorded.
G. The attached legal description of the proposed new road, easement or shared driveway
H. The attached legal description for each proposed new parcel.

4. FUTURE DIVISION authority being transferred from the parent parcel to another parcel. Indicate number transferred: _____. (See Section 109(2) of the Statute. Make sure your deed includes both statements as required in 109(3 & 4) of the Statute pertaining to transfer of division rights and protection by the Michigan Right to Farm Act).

5. DEVELOPMENT SITE LIMITS - Check each which represent a condition which exists on the parent parcel:
_____ Waterfront property (river, lake, pond, etc.) _____ Includes wetlands
_____ Is within a flood plain _____ Includes a beach
_____ Is on muck soils or soils known to have several limitations for on site sewage system

6.

ATTACHMENTS - All of the following attachments **MUST BE INCLUDED**. Letter each attachment as shown.

- A. A tentative parcel map drawn to scale and showing approximate divisions and the following:
 - (1) Current boundaries (as of March 31, 1997),
 - (2) All previous divisions made after March 31, 1997 (indicate when made or none),
 - (3) The proposed divisions(s),
 - (4) Dimensions of the proposed divisions,
 - (5) Existing and proposed road/easement right(s) of way,
 - (6) Easements for public utilities from each parcel that is a development site to existing public utility facilities,
 - (7) Any existing improvements (buildings, wells, septic system, driveways, etc.), and
 - (8) Any of the features checked in question No. 5.
- B. Indication of approval, or permit, from Kalamazoo County Road Commission or State Transportation Department, that a proposed easement provides vehicular access to an existing road or street and meets applicable location standards.
- C. A copy of any proposed transfer of division rights (Section 109(3) of the Act) from the parent parcel.
- D. A fee of \$100.00.

7.

IMPROVEMENTS - Describe any existing improvements (buildings, wells, septic, etc.,) which are on the parent parcel or indicate

8.

Verification, inspection permission, and acknowledgement of conditions.

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 pertaining to this parent parcel division. Further, I hereby give permission for officials of the municipality, county and the State of Michigan to enter the proposed parcel divisions for purposes of inspection. Finally, I understand that this is only a proposed parcel division under the applicable Township Land Division Ordinance and the State Land Division Act (formerly the Subdivision Control Act PA 288 of 1967, as amended), and is subject to any other statutes, building codes, zoning ordinances, deed restrictions, or other property regulations or limitations applicable to parcels.

Finally, even if this division is approved, I understand that local ordinances and state statutes change from time to time and, if changed, the divisions made here must comply with any new requirements (apply for division approval again) unless deeds representing the approved divisions are recorded with the Register of Deeds or the divided parcels are built upon before such changes are made.

Property Owners Signature(s): _____ Date: _____
_____ Date: _____

FOR OFFICE USE ONLY Total Fee: \$ _____ Check No: _____

Reviewer's Action:

Application Completed: Date _____ Approval Date _____

Denial Date _____ Reasons for denial: (Attach additional page if necessary) _____

Signature: _____ Date: _____