

## Information for Application for Land Division

Please submit Land Division application and fees (\$200.00 per Child Parcel). The land division fee covers mapping costs, GIS mapping, assigning new parcel #'s and rewriting new tax descriptions.

Make Check Payable to:           **Cooper Township**  
  **1590 West D Avenue**  
  **Kalamazoo, MI 49009**

Questions:     Call:           (269) 382-0223  
                  Fax:           (269) 382-3812

Include:

\*A survey, prepared by a professional surveyor, at a scale of 40', 50', 60', 100' or 200' per 1" of proposed divisions of parent parcel (label each new parcel to correspond with legal descriptions), is required. The ordinance requires an accurate legal description be submitted, which would typically be done by a licensed surveyor. Any improvements on the property (structures, well, septic, drain fields, etc.) need to be noted on the survey as well as setbacks from existing buildings.

\*Legal Description for each new parcel being created.

\*Transfer of future division rights.

\*Parcel must meet Depth to Width Ratio: 4:1

(Depth of parcel may not be greater than 4 times the frontage, unless parcel is greater than 10 acres. Cooper Township allows one child parcel to exceed the depth to width ratio to avoid the creation of landlocked parcels.)

**Note:** Cooper Township has 45 days to approve Land Division requests.

All Land Divisions must be submitted to the township by November 1<sup>st</sup> (including all required documents). If there is a transfer of ownership, prerecorded copies of deeds are required. Questions concerning required documentations can be answered by our office. Deeds are to be recorded no later than 60 days following the date of approval. Incomplete applications cannot be finalized.

**In the event your land division application is incomplete after the 45-day approval timeline, then you must reapply and pay the applicable fee(s). There are no refunds on land division applications.**

**Owners initials:** \_\_\_\_\_

If you are requesting a land division on property that is encumbered by a mortgage, please understand that your mortgage company may be reluctant to sign a mortgage release on the property you wish to divide.

**COOPER CHARTER TOWNSHIP  
KALAMAZOO COUNTY, MICHIGAN  
APPLICATION FOR LAND DIVISION**

This form is designed to comply with applicable local zoning, land division ordinances and the Michigan Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended, particularly by P.A. 591 of 1996, MCL 560.101et. Seq.)

**Applicant:** \_\_\_\_\_

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

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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1. Parent Parcel or Parent Tract to be Divided:

Parent Parcel Number(s) \_\_\_\_\_

\_\_\_\_\_

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

Legal Description: \_\_\_\_\_

\_\_\_\_\_

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2. Property Owner Information:

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

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

City, State, Zip: \_\_\_\_\_

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

A. Number of new Parcels: \_\_\_\_\_

B. Intended Use (Ag., Residential, Commercial, etc.): \_\_\_\_\_  
\_\_\_\_\_

C. The division of this parcel provides access to an existing public road by: (check one)

\_\_\_\_\_ Each new division has frontage on an existing public road

\_\_\_\_\_ A new public road – Proposed name \_\_\_\_\_

\_\_\_\_\_ A new private road – Proposed name \_\_\_\_\_

D. Legal Description of the proposed new road: \_\_\_\_\_  
\_\_\_\_\_

E. Attach legal description for each proposed new parcel: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. Attach required survey  
\_\_\_\_\_

4. Future divisions that might be allowed but not included in this application.

a. The number of future divisions being transferred from the parent parcel to another parcel: \_\_\_\_\_

Identify the other parcel(s): \_\_\_\_\_

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

5. ATTACHMENTS (All attachments MUST be included)

**\*\*\*FORMAL APPROVAL OF THE LAND DIVISION APPLICATION CANNOT BE GRANTED UNTIL ALL REQUIRED DOCUMENTS ARE SUBMITTED\*\*\***

- \_\_\_\_\_A. A survey, sealed by a professional surveyor at a scale of \_\_\_\_\_ (insert scale), of proposed division(s) of parent parcel.
- \_\_\_\_\_B. County Land Division Tax Payment Certification Form
- \_\_\_\_\_C. Letter of approval or driveway permit from Kalamazoo County Road Commission.
- \_\_\_\_\_D. A soil evaluation or septic system permit for each proposed parcel prepared by the Health Department, or each proposed parcel is serviced by a public sewer system.
- \_\_\_\_\_E. An evaluation/indication of approval, or a well permit for potable water for each proposed parcel prepared by the Health Department, or each proposed parcel is serviced by a public water system.
- \_\_\_\_\_F. A copy of any transferred division rights (Sec 109(4) of the Act) from the parent parcel or parent tract.
- \_\_\_\_\_G. A fee of \$200.00 per child parcel created.

6. Improvements. The survey needs to include any existing improvements which are on the parent parcel: (building, well, septic, etc.) \_\_\_\_\_

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7. AFFIDAVIT and permission for municipal, 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 agree to give permission for officials of the Municipality, County and 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. 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, P.A. 288 of 1967, as amended by P.A. 591 of 1996) and does not include any representation or 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 divisions made here must comply with the new requirements (apply for division approval again) unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds, or the division is built upon before the changes to laws are made.

**\*\*PLEASE TAKE NOTE: that approval of any division pursuant to the Land Division Ordinance DOES NOT constitute approval of a parcel as a building site and the Township is not responsible if a building permit is not issued due to the unsuitability of the property for on-site well or septic by the Kalamazoo County Health Department and driveway permit from the Kalamazoo County Road Commission.**

\_\_\_\_\_  
initials

Property Owner's signature(s): \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

8. Reviewer's Action:

\_\_\_\_\_ Approved: Conditions, if any: \_\_\_\_\_

\_\_\_\_\_ Denied: Reasons \_\_\_\_\_

9. Reviewer's signature: \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only: If land division parcels are in the street light district, make note and give copy to Carol  
Make note for SMBA – parcel(s) to be divided



**Mary Balkema**  
Kalamazoo County Treasurer

201 W Kalamazoo Ave Rm 104, Kalamazoo, MI 49007 | 269-384-8124 | treasurer@kalcounty.com

### 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 Kalamazoo 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 certificate does not cover taxes for the most recent year because the delinquent tax roll is not yet available.

Treasurer's Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_