



# ANTWERP TOWNSHIP LAND DIVISION APPLICATION

See the Antwerp Township Land Division and Subdivision Ordinance for additional information

**PARENT PARCEL** Parcel ID No. 80 – 02 – \_\_\_\_\_ – \_\_\_\_\_ – \_\_\_\_\_  
Parcel Address: \_\_\_\_\_

**OWNER AND APPLICANT INFORMATION**

**Owner Name:** \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Applicant Name, If Not Owner:**

Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**AFFIDAVIT:** I agree the statements made within this application are true, and if found not to be true this application and any approval will be void. I agree to comply with the conditions and regulations required for this land division, combination or boundary line adjustment. I agree to give permission for officials of Antwerp Township, Van Buren County and the State of Michigan to enter the property where this land division, combination or boundary line adjustment is proposed for purposes of inspection to verify that the information on the application is correct, at a time mutually agreed upon. Finally, I understand this is only a land division, combination or boundary line adjustment, which conveys only certain rights under the applicable local land division ordinance, the local zoning ordinance, and the State Land Division Act (Act 288 of 1967, as amended) and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

Approval of this application does not guarantee compliance with the Township Zoning Ordinance, guarantee issuance of a building permit or any other requirement. If this application is approved, I understand zoning, local ordinances, and State Acts change from time to time, and if changed the land division, combination or boundary line adjustment made here must comply with the new requirements (apply for approval again) unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Van Buren County Register of Deeds or the resulting land division, combination or boundary line adjustment is built upon before the changes to laws are made.

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICATION INFORMATION**

Acreage of parent parcel:		Number of total parcels proposed:	
Does the owner own contiguous property? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Resulting parcels will be accessed from (check all that apply): <input type="checkbox"/> Existing public road			
<input type="checkbox"/> Proposed public road* <input type="checkbox"/> Existing private road/driveway <input type="checkbox"/> Proposed private road/driveway*			
*- New roads (public roads, private roads or shared driveways) may require further review.			
Date of last land division if divided within last 10 years:			
Intended use (residential, commercial, agricultural, etc.):			
Are future divisions being transferred from the parent parcel to another parcel? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, Parcel ID no. of parcel(s) to receive future divisions:**		80 – 02 – _____ – _____ – _____	
		80 – 02 – _____ – _____ – _____	
** - See §109(2) of the State Land Division Act. The deed must include both statements as required in §109(3) and §109(4) of the Act.			

## LAND DIVISION APPLICATION CHECKLIST

All items must be provided in order to deem the application as complete.

An iron-set survey* sealed by a Michigan licensed surveyor of the proposed divisions. This survey must show:	<input type="checkbox"/>
Parent parcel boundaries as of 3/31/97.	<input type="checkbox"/>
Other divisions made after 3/31/97 (indicate dates or N/A).	<input type="checkbox"/>
The proposed division(s).	<input type="checkbox"/>
Legal descriptions for the entire parent tract, the newly created remaining parent tract, and all other newly created parcels. All the descriptions for the newly created parcels shall be labeled to correspond with the survey.	<input type="checkbox"/>
Dimensions and area of the proposed divisions.	<input type="checkbox"/>
Existing and proposed easements and right-of-ways.	<input type="checkbox"/>
Easements for public utilities from each existing and proposed parcel.	<input type="checkbox"/>
Any existing improvements (buildings, driveways, wells, septic systems, etc.) and measured setbacks between buildings and property lines.	<input type="checkbox"/>
Evidence of fee ownership for all parcels involved in this application (deed, title insurance, etc.).	<input type="checkbox"/>
An indication of driveway approval from MDOT or the Road Commission, if applicable.	<input type="checkbox"/>
An indication of septic and well approval from the Van Buren/Cass District Health Department.	<input type="checkbox"/>
Tax certification ensuring the past five years of property taxes have been paid. The certificate can be obtained from the Van Buren County Treasurer's office: 219 E. Paw Paw Street., ste 101 Paw Paw, MI 49079 Telephone: (269) 384-8124 - Fax: (269) 383-8905	<input type="checkbox"/>
Application fee (\$250 for the first four resulting parcels, \$50 per additional parcel thereafter).	<input type="checkbox"/>

\*- For a very limited number of simple land divisions, the Zoning Administrator can waive the iron set survey requirement (see Section 3.3, B.3.h of the Land Division and Subdivision Ordinance). In this case, a drawing to scale, using the Van Buren County Geographic Information System, Antwerp Township Property Tax Card data or other reliable source may be acceptable, provided that all necessary information can be depicted. A waiver MUST be requested prior to submitting a complete application.

## LAND DIVISION REVIEW AND APPROVAL PROCESS

1. Applicant shall secure tax certification from the Van Buren County Treasurer's Office.
2. Applicant shall submit application, fee, and survey per the land division checklist.
3. Township shall:
  - a. Conduct a completeness review.
  - b. Assessor review.
  - c. Zoning Administrator review and approval within 45 days of completeness review.
4. Applicant shall record land division and transfers with the Van Buren County Register of Deeds.
5. Property addresses are issued by the Van Buren County Planning and Land Management Department.
6. Township Assessor completes land division for the assessment roll the year after approval.

For zoning information, please contact Zoning Administrator David Jirousek at hcplanning@outlook.com or 616-540-1794.

<b>TO BE COMPLETED BY TOWNSHIP</b>			
Date application and fee received and accepted:		Staff Initials:	
Tax certification provided from County Treasurer's Office? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Township Assessor Review: Splits allowed by statute:		Assessor Initials and Date:	
<b>Zoning Administrator Review</b>			
Zoning Designation:			
Minimum Setback Compliance:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Minimum Lot Area Compliance:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Minimum Lot Width Compliance:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Minimum Frontage Compliance:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Maximum Lot depth to width ratio (4:1), except for lots 10 acres or greater, or for one remainder parcel retained by the owner:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Well, septic, and drainfields located within the parcel boundaries for the building to be served:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
The division does not isolate a cemetery:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other:			
<input type="checkbox"/> DENIED. Reasons for denial:			
<input type="checkbox"/> APPROVED. Conditions, if any:			
<b>Zoning Administrator Signature:</b>		<b>Date:</b>	
<b>APPROVAL IS VOID IF DIVISIONS ARE NOT TRANSFERRED OR VALIDLY RECORDED WITH THE VAN BUREN COUNTY REGISTRAR OF DEEDS WITHIN ONE YEAR</b>			