

# LAND DIVISION APPLICATION

When this application is completed and all required documents are attached, return to:

**Caledonia Charter Township · Assessing Office**  
**135 North State Road · Owosso, MI 48867**  
**(989) 743-5300 ex229 · Fax (989) 743-6705**

*Approval of land division is required before it is sold.*

This form is designed to comply with the local Zoning Ordinance adopted November 15, 2004, and Michigan Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended particularly by P.A. 591 of 1996, as amended).

When Application is returned to the Township for final review, it must be accompanied with an Application Fee of \$50.00 for each new parcel created.

Application for:     Land Division             Combination             Lot Line Adjustment

### PROPERTY OWNER INFORMATION:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### APPLICANT INFORMATION *(If not the property owner)*

Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### PARENT PARCEL INFORMATION:

Parcel No.: \_\_\_\_\_ Size of Parcel: \_\_\_\_\_ Improved: Yes / No  
Address: \_\_\_\_\_ Current Class: \_\_\_\_\_ Zoning: \_\_\_\_\_  
Total number of parcels after division: \_\_\_\_\_ Proposed Use of new parcel: \_\_\_\_\_ Any Splits Maded Since March 31,1997: Yes / No

### Split Process:

- Fill out Land Division Application
- Have assessing and zoning review proposed division, to make sure it follows all the current State and Township guidelines. Then we will submit a "Pre-Approval Letter"
- With the "Pre-Approval Letter" go to the County Road Commission to apply for access approval a.k.a. "Driveway Letter"
- Once you have both letters, you can now proceed with having a survey done. It must include a legal for the new parcel and the parent parcel.
- Evidence from both County & Township that all taxes are be paid to date.
- Submit to the Township Assessment Department, the completed Land Division Application package with a check or money order made payable to "Caledonia Township"

The approval of a land division shall not, of itself, constitute an approval or permit required under other applicable Township ordinances. Approval of a division is not a determination that the resulting parcels comply with other Township ordinances or regulations.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Any parcel created inconsistent with or in violation of the land division act shall not be eligible for issuance of building permits, zoning ordinance approvals or other land use or building approvals under other Township ordinances, nor shall any such parcel be established as a separate parcel on the tax assessment roll.

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Certification**

Owner's Signature	Date	Second Party's Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____

**Assessors Section**

Assessors Name: \_\_\_\_\_

Date Application received: \_\_\_\_\_

Fee Amount Collected: \_\_\_\_\_

**Final Decision**

- Split was approved as presented
- Split was approved with changes
- Split was denied

Date Approval Letter was sent: \_\_\_\_\_