

Trowbridge Township
Information for Land Division Application

Make checks payable to: Trowbridge Township

Mail to: Heather Mitchell, Assessor
913 M-40 S Hwy
Allegan, MI 49010

Questions? Call 269-978-8274

Please include:

1. A scaled drawing indicating each new parcel being created as well as existing improvements on property
2. Legal description for each new parcel being created and remainder parent parcel
3. Land Division Tax Certification from Allegan County Treasurer (There is a minimal charge for this payable to County Treasurer's Office) 269-673-0260

Note:

Trowbridge Township has 45 days to respond to a Land Division Application, however applications will be processed as quickly as possible.

All Land Division Applications processed by December 31 of current year will be reflected the following year and only if deeds are recorded. Division of taxes should be agreed upon at the time of sale because we will not assist in the tax division until new tax bills come out on divisions.

Land Division approval does not constitute a guarantee of compliance with zoning (which determines how you can use the property) or any other required permits or approvals which may be needed.

As of 2012, the Land Division Application fee is \$100 plus \$25 per parcel for splits over four. (i.e. five divisions will be charged at \$125)

TROWBRIDGE TOWNSHIP

ALLEGAN COUNTY

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, PA 288 of 1967, as amended, particularly by PA 591 of 1996, MCL 560, 101 et. seq)

Applicant:	
Address:	
City, State, Zip:	
Contact Person:	
Phone / Fax:	

1. Parent Parcel or Parent Tract to be Divided: (03-21)

Parent Parcel Number(s):	
Property Address:	
Legal Description: (attach if necessary)	

2. Property Owner Information

Owner(s) Name(s):	
Address:	
City, State, Zip:	
Phone:	
Fax:	

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

- a. Number of new parcels: _____
- b. Intended Use (Residential, Commercial, etc.) _____
- c. The division of the parcel provides access to an existing public road by (check one):
____ Each new division has frontage on existing public road
____ New Public Road (Proposed Road Name): _____
____ New Private Road (Proposed Road Name): _____

d. Legal Description of the proposed new road (if applicable):

e. Legal Description for each proposed new parcel:

f. Legal Description for Remaining Parent Parcel:

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

- a. Number of future divisions being transferred from the parent parcel to the child parcel:
_____ (see Section 560.109(2) of the Statute. Make sure your deed includes both statements as required in Sections 560.109(3) and 560.109(4) of the Statute.)

5. Attachments:

____ A. Survey or map/drawing of proposed divisions (drawing must be to scale). Township retains the right to require staked survey.

____ B. Indication of approval/permit from County Road Commission for new public road or approval/permit from Trowbridge Township Planning Commission/Board for new private road.

____ C. A copy of transferred division rights from parent parcel or parent tract.

_____ D. Land Division Tax Certification from Allegan County Treasurer's Office

_____ E. A fee of \$_____ (Please make checks payable to Trowbridge Township)

**Any parcel less than one acre shall not be issued a building permit unless there is public water and sewer, or the Health Department has approved on site water and septic.*

***Parcels in the AG District will require a special use permit from Planning Commission if proposed parcel size is less than ten (10) acres.*

6. Improvements: Describe and indicate on drawing any existing improvements currently on parent parcel or tract (Buildings, well, septic, etc.).

Affidavit and permission for municipal, county and state officials to enter the property for inspection:

I agree the statements made above are true to the best of my knowledge, and if found to be not true this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided with the parent parcel division. Further, I agree to give permission for officials of Trowbridge Township, Allegan County, or 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, PA 288 of 1967, as amended by PA 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 change to laws are made.

Property Owner Signature: _____

Date:

Date:

Reviewer's Action:

_____ Approved: Condition, if any: _____

_____ Denied: Reasons: _____

Reviewer's Signature: _____

Date:

Please note: 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 and/or septic. Purchasers are encouraged to obtain pre-approval of on site well and/or septic by the Allegan County Environmental Health Department.