

**SAUGATUCK TOWNSHIP
LAND DIVISION APPLICATION**

All questions must be answered and all attachments must be included
or this application will be returned. Bring or mail all requirements to:

Saugatuck Township
3462 Blue Star Highway
Saugatuck, Michigan 49453

Approval of a division of land is required before it is sold, or leased for more than one year, or when a new parcel of less than 40 acres is created and not just a property line adjustment. In the box below, fill in where the form is to be sent, when the review is completed.

_____ This form is designed to comply with the Township
Land Division Ordinance and the Michigan Land
Division Act (formerly the Subdivision Control Act
P.A. 288 of 1967, as amended (particularly be P.A.
591 of 1996). MCL 560.101 et seq).

Name _____

Address _____

City, State, Zip _____

1. LOCATION of Parent Parcel or tract to be divided:

Address _____ Road Name _____

Parent Parcel Number _____ - _____ - _____ (List all parcels if Parent Tract)

Legal Description Of Parent Parcel: *(Attach extra sheets if needed)*

2. PROPERTY OWNER INFORMATION: *(Full names from deed of owners)* Information must be provided for every owner of a fee interest. In addition, if the property is subject to a land contract, provide information for the vendor and vendee.

(Attach extra sheets as needed)

Name _____ Phone _____ Fax _____

Address _____ Road Name _____

City _____ State _____ Zip _____

3. APPLICANT Information: *(If not property owner)*

Contact Persons Name _____ Business Name _____

Address _____ Road Name _____ Phone _____

City _____ State _____ Zip _____

4. PROPOSAL: Describe the division(s) being proposed:

A. Number of new parcels _____ B. Intended use(residential, commercial, etc)_____

C. Current zoning of parcel or tract _____ D. Attach legal description for each new parcel_____

E. The division of the parcel provides access to an existing public road by: (*Check one*)

_____ An existing public road: Name _____

_____ A new public road: Name _____

_____ An existing private easement or road: Name _____

_____ A new easement or private road: Proposed Name _____

F. Attach a legal description of the proposed new easement, private road, or shared driveway.

5. FUTURE DIVISIONS

A. The number of future divisions that might be allowed but not included in this application: _____

B. The number of future divisions being transferred from the Parent to another parcel: _____

Identify the other parcel: _____

(See Section 109(2) of the Act. Make sure your deed includes both statements as required in Section 109(3) & 109(4) of the Act.) If a roadway maintenance agreement is required, provide a copy of that agreement.

6. DEVELOPMENT SITE LIMITATIONS: Check each that represents a condition that exists on any part of the parcel

_____ Is in a Critical Dunes Area; _____ Is a river or lake property; _____ Includes a wetland;

_____ Is in a High Risk Erosion Area; _____ Includes a beach; _____ Is within a flood plain;

_____ Includes slopes of more than 25% or steeper; _____ Is on muck soils or has severe limits for septic systems

_____ Is known or suspected to have an abandoned well, underground storage tanks, or contaminated soils

7. ATTACHMENTS:(*All attachments must be included*) Letter each as shown here.

_____ A. Application fee of \$ _____

_____ B. Evidence of all interests of fee ownership or land contract vendee interest.

_____ C. A soil and water evaluation from the Allegan County Health Dept. if any division is less than one acre.

_____ D. A survey, sealed by a professional surveyor at a scale of not less than 500 feet/inch, of the Parent Parcel or Tract and all proposed divisions.

The survey map must show all of the following:

(1). Boundaries as of 31 March 1997;

(2). All previous divisions made after 31 March 1997(Indicate when made or none);

(3). The proposed division(s);

(4). Dimensions of the proposed divisions;

(5). Existing and proposed road/easement rights-of-way;

(6). Easements for public utilities from each parcel to existing public utility facilities;

(7). Drainage courses within 50 feet of the proposed parcels and method of storm water drainage;

(8). Any existing improvements(buildings, wells, septic, driveways, etc.) with dimensions;

(9). All front, rear, and side yard setbacks for each proposed parcel;

____ E. Indication of approval or permit from the Allegan County Road Commission or MDOT for each proposed new road, easement or driveway, if applicable.

____ F. A copy of any transferred division rights (Section 109(4) of the Act) in the Parent Parcel.

____ G. A legal description of any existing and proposed deed restrictions.

____ H. Other (*Please list*) _____

8. IMPROVEMENTS: Describe any existing improvements(buildings, wells, septic, etc.)which are on the Parent Parcel or indicate none.(attach extra sheets if necessary) _____

9. AFFIDAVIT and permission for township, 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 township, county, and the 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 at a time mutually agreed with the applicant. Further, I understand this is only a parcel division which conveys only certain rights under the applicable Land Division Ordinance, the applicable Zoning Ordinance, and the Land Division Act(formerly the Subdivision Control Act, P.A. 288 of 1967, as amended(particularly by P.A. 591 of 1996), MCL 560.101, et. seq), and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

Further, even if this division is approved, I understand that 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 in the law are made.

Finally, I understand that if this division is approved, a document(s) accomplishing the division and/or transfer must be recorded with the County Register of Deeds and filed with the Township within 90 days of approval, or the approval will lapse.

Signature of Property Owner(s):	Date:	Signature of Applicant(If not property owner):
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reviewers Action: \$ _____ Fee; Receipt No.: _____

____ Approved: Conditions, if any: _____

____ Denied: Reasons: _____

Signature and Date: _____

Fees: \$75 for the 1st Parcel; \$20 for each additional plus

Tax description change: 1 - 5 divisions = \$40 each parcel
6 - 15 divisions = \$30 each parcel

TOWNSHIP OF SAUGATUCK

Alfred J. Ellingsen

Building Inspector/Zoning Administrator

**3461 Blue Star Highway
Saugatuck, Michigan 49453
269/857-7721
Fax-269/857-4542**

**Home Office: 6295 116th Ave.
Fennville, MI 49408
269/236-5788
Mon-Fri: 8 - 9:30 am**

5 November 2007

To: All applicants for a Land Division and/or Building Permit

Be advised that Section 40-623 of the Saugatuck Township Zoning Ordinance states in part:

“No Building or structure which the Zoning Administrator deems to be outside of the established fire control parameters, as furnished from time to time by the local fire authority, shall be erected, moved, placed, reconstructed, extended, enlarged, or altered unless in strict conformance with the recommendations of the fire authority as determined from its investigation.”

I am able to approve the division of property if the splits are in conformance with State of Michigan law regarding land divisions, the Township Zoning Ordinance, and the Township Land Division Ordinance. However, as I interpret the above statement, I may not be able to issue a building permit unless the parcel and building are judged to be in conformance with current fire authority adopted codes and administrative rules. I may request that a land owner or other applicant contact either the Fire Chief or the Fire Safety Officer to determine the applicable requirements for a particular building project and those prerequisites must be met or agreed to before I issue a building permit.

Alfred J. Ellingsen