



# LAND DIVISION APPLICATION

See Schedule I of the Saugatuck Township Consolidated [Fee Schedule](#) for appropriate application fees.

Applicant should complete all of the following information, sign and return the form either in person, by mail, or by email. A digital copy of all application materials is REQUIRED. Please email to the Saugatuck Township Building Official/Asst. Zoning Administrator [cosman@saugatucktownship.org](mailto:cosman@saugatucktownship.org)

All questions must be answered and all attachments must be included with this application for it to be consider complete. 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.

Please note that the status of your application is “pending” while in the preliminary review stage. The status of your application becomes “active” once it reaches the Official Review Process.

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).

<b>FOR OFFICIAL USE ONLY</b>		
<i>Preliminary Review</i>		
Date Received _____	Fees Due: _____	Date Paid: _____
Approved / Denied	Authorized Signature: _____	Date _____
Fire Review Required: Yes / No	Authorized Signature: _____	Date _____
<i>Fire District Review</i>		
Date Received: _____	FD Water Supply Requirement Satisfied _____	
<i>Official Review Process</i>		
Date Received: _____	Deadline Date: _____	
Approved / Denied	Authorized Zoning Signature: _____	Date _____
Approved / Denied	Authorized Assessing Signature: _____	Date _____
Date Submitted to County _____	# of Splits Allowed _____	# of Splits Remaining _____
Conditions of approval / reason for denial: _____		
_____		
_____		



TOWNSHIP CONTACTS

Building Official/Asst. Zoning Administrator: Cindy Osman  
email: [cosman@saugatucktownship.org](mailto:cosman@saugatucktownship.org)  
phone: 269-857-7721, ext. 108

Assessor: Kelly Jellison  
email: [Kelly@assessingsolutions.com](mailto:Kelly@assessingsolutions.com)  
phone: 269-857-7721 Ext. 107

Saugatuck Township Fire District: Dep Chief Chris Mantels  
email: [inspections@saugatuckfire.org](mailto:inspections@saugatuckfire.org)  
phone: 269-857-3000

APPLICANT & OWNER CONTACT INFORMATION

Applicant Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Location of Parent Parcel or tract to be divided:

Address: \_\_\_\_\_ Road Name: \_\_\_\_\_

Parent Parcel Number 0320- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (List all parcels if Parent Tract)

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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)

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Road Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_



LAND DIVISION APPLICATION

Applicant Information: (If not property owner)

Contact Persons Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Road Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

Proposal: Describe the division(s) being proposed: \_\_\_\_\_

\_\_\_\_\_

Number of new parcels \_\_\_\_\_ (Two or more new parcels + remaining parent require STFD review and approval prior to Zoning and Assessing Review.)

Intended use (residential, commercial, etc.) \_\_\_\_\_

Current zoning of parcel or tract \_\_\_\_\_

Attach legal description and map for each new parcel \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Improvements: Describe any existing improvements (buildings, wells, septic, etc.) which are on the Parent Parcel or indicate none. (Attach extra sheets if necessary) \_\_\_\_\_

\_\_\_\_\_

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 driveway easement or road: Name \_\_\_\_\_

A new driveway easement or private road: Proposed Name \_\_\_\_\_

Private road/shared driveway require approvals from Township and Fire District

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

Future Divisions:

The number of future divisions that might be allowed but not included in this application: \_\_\_\_\_

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.



## LAND DIVISION APPLICATION

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

Attachments: (All attachments must be included for application to be complete)

- Application fee of \$ \_\_\_\_\_
- Evidence of all interests of fee ownership or land contract vendee interest.
- A soil and water evaluation from the Allegan County Health Dept. if any division is less than one acre.
- 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). 2 or more splits require review by Saugatuck Township Fire Department per IFC 507.
  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
- 
- Indication of approval or permit from the Allegan County Road Commission or MDOT for each proposed new road, easement or driveway, if applicable.
  - A copy of any transferred division rights ([Section 109\(4\)](#) of the Act) in the Parent Parcel.
  - A legal description of any existing and proposed deed restrictions.
  - Copy of tax certificate from Allegan County Treasurer. (269-)673-0260.
  - Approval letter from the Saugatuck Township Fire District (if creating two or more new parcels)
  - Approval from the Township Engineer/Zoning Administrator for any new shared driveway or private road
  - Other (Please list) \_\_\_\_\_
-



**LAND DIVISION APPLICATION**

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, 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 Ordinance 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.
- Further, I understand that if this division is approved, that does not guarantee future building permit approval.
- 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 Owners

Date

Signature of Applicant (if not property owner)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____