



**CITY OF COLDWATER
LAND DIVISION AND
BOUNDARY ADJUSTMENT
APPLICATION**

DATE RECEIVED BY PLANNING DEPARTMENT: _____

Parcel Code: _____ - _____ - _____ - _____

You **MUST** answer all questions and include all attachments or this application will be returned to you. Bring or mail to the City's Planning Department at Henry L. Brown Municipal Bldg., One Grand Street, Coldwater, MI 49036 Phone: 517-279-9501. **No facsimiles accepted.**

THE APPLICANT SHALL RECORD THE APPROVED LAND DIVISION / BOUNDARY ADJUSTMENT AT THE BRANCH COUNTY REGISTER OF DEEDS OFFICE AFTER APPROVAL.

Approval of a division of land is required **before** land is sold when the new parcel is less than 40 acres.

1. LOCATION OF PARENT PARCEL TO BE SPLIT or COMBINED:

Street Address: _____

2. PROPERTY OWNER INFORMATION:

Name: _____ Phone: _____

Address: _____ FAX: _____

City: _____ State: _____ ZIP Code: _____

3. DESCRIBE THE DIVISION(S) BEING PROPOSED:

Number of new parcels: _____

The division of the parcel provides access to an existing public or private road by one of the following:

___ An existing public or private road. Name: _____

___ A new public road. Proposed road name: _____

___ A new private road. Proposed road name: _____

___ New division(s) will have access by easement. Attach a copy of the easement agreement.

4. DEVELOPMENT SITE LIMITS:

Check each known condition that exists on the parent parcel. Any part of the parcel:

___ is riparian or littoral (it is a river or lakefront parcel) or adjacent to a drain.

___ includes a wetland.

___ is within a flood plain.

___ has an abandoned well, underground storage tank, or contaminated soils

___ Other (please list): _____

(continued on reverse side)

5. ATTACHMENTS (all attachments **must** be included):

- A. Map of the proposed division(s) of the parent parcel (maximum size 8.5"x 14"), drawn to scale, showing:
 - (1) the division(s) proposed by this application.
 - (2) dimensions of the proposed divisions.
 - (3) all existing and proposed road easements and/or rights-of-way.
 - (4) utility easements.
 - (5) existing improvements (buildings, wells, septic systems, driveways), etc., with setback dimensions from property lines.
- B. A statement about divisions of land from the parent parcel that have been reserved for others and to whom they are reserved.
- C. A separate page or pages showing legal description of parent parcel and legal description(s) of proposed parcel(s).
- D. Other (please list): _____

6. All due and payable taxes and all special assessments must be paid in full before submitting this application.

Owner Signature _____ Date: _____

FOR BOUNDARY ADJUSTMENTS, the adjacent property owner must also sign below to request that the divided portion be combined with his/her/their parcel.

I/We, _____, am/are the owner of parcel _____ - _____ - _____ with the address of _____ and request that my/our parcel be combined with the resulting, newly divided parcel.

Owner Signature _____ Date: _____

DO NOT WRITE BELOW THIS LINE

___ Land Division Approved. Conditions, if any: _____

___ Land Division Denied. Reasons (cite §): _____

Signature: _____ Date: _____
Community Services Director

Signature: _____ Date: _____
Assessor

This form is designed to comply with §109 of the Michigan 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.*)

Last revision: 1-10-12