



Split # _____
(Office Use)

Land Division Application

This form is a required filing any time the legal description of a parcel changes. It has been prepared to assist in the determination of compliance with Michigan's Land Division Act (Act 288 of 1967) as well as local Zoning ordinances. This includes changes such as property splits, combinations, lot line adjustments, creation or amendment of subdivisions, condominiums, etc. Please answer all questions to ensure timely processing. While in most cases the below information will be sufficient for the required review, additional questions and documentation may be requested.

CONTACT INFO: APPLICANT NAME: _____ RELATION: _____
(Eg: Owner, Lawyer, Buyer, etc.)

PHONE: _____ E-MAIL: _____

OWNER NAME: _____
(If Different Than Applicant)

PARCELS INVOLVED: PARCEL #: _____ ADDRESS: _____

PARCEL #: _____ ADDRESS: _____

DESCRIPTION OF PROPOSED PARCEL CHANGES:

Attach a *certified* survey with legal descriptions for each proposed new parcel that will be created along with the location of all buildings and structures (existing and proposed). Indicate all future division rights.

Attach the certification from the Ottawa County Treasurer's Office that meets the PA 23 of 2019, that states all taxes have been paid.

The above information is correct to the best of my knowledge, and I grant permission to the local government authority to visit the site as needed to review the proposed parcel changes.

OWNER'S SIGNATURE: _____ DATE: _____
(Or Legal Representative)

Fees: \$50.00 for the initial two parcels plus \$15.00 for each additional parcel. **Make checks payable to Robinson Township. *This fee is nonrefundable***

***** FOR OFFICE USE *****

APPROVALS: ZONING: _____ DATE: _____

ASSESSING: _____ DATE: _____

TREASURER: CURRENT TAX YEAR _____ DATE: _____

Land Divisions (Splits), Lot line Adjustments & Combinations

For Property Divisions (Splits), lot line adjustments and Combinations, the Assessor's Office requires from the property owner the following:

- 1) Completely filled out and signed Land Division Application. The form may be filled out by an owner, legal representative, associate, attorney, realtor, etc., **BUT** must be signed by all of the owners or legal representatives. More documentation and clarification are often necessary such as for the review of new construction sites, new subdivisions, etc.
- 2) PA 733 of 2018 requires that a **certified** survey must also be submitted that includes a survey and new legal descriptions for each proposed "child" parcel (or parcels) that will be created. The certified survey must also be record at the Ottawa County Register of Deeds. For Zoning/Building review, the survey should include any existing or proposed building locations on the premises, driveways, fences, easements, etc.
- 3) PA 23 of 2019 requires that before a divisions, combination, or lot line adjustment to occur the township must receive certification from the Ottawa County Treasurer's Office stating that all prior year taxes have been paid.

*Note – The new "Child Parcels" created from a property split or combination are recognized and brought on to the tax roll in the year following the request. As "Tax Day" every year is December 31st, whatever the property looked like on that day is how it is assessed for the upcoming year.

All tax bill pro-rations are the responsibility of the parties involved in the transfer of the property.