



St. Joseph Charter Township  
3000 Washington Ave, P.O. Box 147  
St. Joseph, Mi 49085  
Telephone (269) 429-7703 Fax (269) 429-2079

**PLEASE BE AWARE THAT NEW PARCELS MAY BE  
SUBJECT TO SEWER/WATER SPECIAL ASSESSMENTS**

**APPLICATION FOR LAND DIVISION**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**1. Location of parent to be split:** Address \_\_\_\_\_ Road Name \_\_\_\_\_  
Parent Parcel Number \_\_\_\_\_  
Parent Parcel Legal Description (Describe or Attach) \_\_\_\_\_

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**2. Property Owner Information:**

Name: \_\_\_\_\_ Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ Zip Code \_\_\_\_\_

**3. Proposed Division (s) to include the following:**

- A. Number of parcels \_\_\_\_\_
- B. Intended use (residential, commercial, etc.) \_\_\_\_\_
- C. Each proposed parcel has a depth to width ratio of 4 to 1 or \_\_\_\_ to \_\_\_\_ as provided by Ordinance
- D. Each parcel has a width of \_\_\_\_\_ (not less than required by ordinance)
- E. Each parcel has an area of \_\_\_\_\_ (not less than required by ordinance)
- F. The division of each parcel provides access as follows: (check one)  
\_\_\_\_ Each new division has frontage on an existing public road.  
Road Name \_\_\_\_\_  
\_\_\_\_ Describe or attach a legal description of proposed new road, easement or shared driveway \_\_\_\_\_
- G. Attach a legal description for each **proposed new parcel** \_\_\_\_\_

**4. Future Divisions being transferred from the parent parcel to another parcel.**

Indicate number transferred \_\_\_\_\_  
(See section 109(2) of the statute. Make sure your deed includes both statements as required in 109 (3&4) of the statute.)

**5. Development site limits** (check each which represent a condition which exists on the parent parcel):

- \_\_\_\_\_ Waterfront property (river, lake, pond, etc.)
- \_\_\_\_\_ Is within a flood plain / flood zone
- \_\_\_\_\_ is on muck soils or soils known to have severe limitations for on site sewage system.

**6. Attachments – (All the following must be included.)** Letter each attachment as shown:

- a. A scale drawing for the proposed division (s) of the parent parcel showing:
  - i. current boundaries (as of March, 1997)
  - ii. all previous divisions made after March 31, 1997 (indicate when made or one)
  - iii. the proposed division (s)
  - iv. dimensions of the proposed divisions
  - v. existing and proposed road / easement right-of-way (s)
  - vi. easements for public utilities from each parcel that is development site to existing public utility facilities
  - vii. Any existing improvements (buildings, wells, septic system, driveways, etc.)
  - viii. any of the features checked in question number 5
- b. Indication of approval, or permit from the Berrien County Road Commission, Michigan Department of Transportation, that a proposed easement provides vehicular access to an existing road or street meets applicable location standards.
- c. A copy of any reserved division rights (Sec. 109 (2) of the Act) in the parent parcel.
- d. A fee of **\$200.00**

**7. Improvements** – Describe any improvements (buildings, well, septic, etc, which are on the parent parcel or indicate none).

**8. Acknowledgment**

The undersigned acknowledges that any approval of the within application is not a determination that the resulting parcels comply with other applicable ordinances, rules or regulations which may control the use or development of the parcels; It is also understood that ordinances, laws and regulations are subject to change and that any approved parcel division is subject to such changes that may occur before the recording of the division or the development of the parcels. **I also understand that it is my responsibility to take this document to the Berrien County Land Description Office and pay any fees as required by the County to complete this land division.**

**Property Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Property Division Approved** \_\_\_\_\_ **Date** \_\_\_\_\_