



**TEXAS TOWNSHIP**  
7110 West Q Avenue  
Kalamazoo, Michigan 49009  
P: 269.375.1591  
F: 269.375.0791

## TEXAS TOWNSHIP PROPERTY LINE ADJUSTMENT APPLICATION

Applications are reviewed by the Zoning Administrator, Treasurer, and Assessor. If you have questions about the status of your application, you may contact the Assessor's Office at 269.375.1591.

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

### OFFICE USE ONLY

Date Received: \_\_\_\_\_  
Application Fee Paid: \_\_\_\_\_  
Check Number: \_\_\_\_\_  
Sewer Fee Paid: \_\_\_\_\_  
Check Number: \_\_\_\_\_  
Land Division Number: \_\_\_\_\_

### PARCEL TRANSFERRING LAND

Parcel Number: 3909-\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Parcel Street Address: \_\_\_\_\_  
Current Zoning Classification: \_\_\_\_\_ Present Use of Property: \_\_\_\_\_  
Current Width: \_\_\_\_\_ Current Acreage/Square Feet: \_\_\_\_\_  
Width after Transfer: \_\_\_\_\_ Acreage/Square Feet after Transfer: \_\_\_\_\_  
Legal Owner of Parcel: \_\_\_\_\_  
Legal Owner's Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### PARCEL RECEIVING LAND

Parcel Number: 3909-\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Parcel Street Address: \_\_\_\_\_  
Current Zoning Classification: \_\_\_\_\_ Present Use of Property: \_\_\_\_\_  
Current Width: \_\_\_\_\_ Current Acreage/Square Feet: \_\_\_\_\_  
Width after Transfer: \_\_\_\_\_ Acreage/Square Feet after Transfer: \_\_\_\_\_  
Legal Owner of Parcel: \_\_\_\_\_  
Legal Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## ADDITIONAL INFORMATION

Please complete the information below and submit all necessary attachments. **Please note that all attachments larger than 8 1/2" x 14" require an electronic PDF submission.**

### A. GENERAL INFORMATION & ACCESS

- I. Intended Use (Residential, Commercial, Etc.): \_\_\_\_\_
- II. Each parcel results in a buildable parcel and has a depth to width ratio of not greater than 4 to 1 as required under the Michigan Land Division Act.
- III. Attach a legal description for each revised parcel.
- IV. Each parcel has access to a public and/or private road.

### B. DEVELOPMENT SITE LIMITS

Please check each that represents a condition which exists on the parent parcel:

- Waterfront Property (River, Lake, Pond, Etc.)     Includes Wetlands  
 Is Within a Flood Plain     Includes a Beach  
 Is on Musk Soils or Soils Known to Have Severe Limitations for On-Site Sewage System

### C. ATTACHMENTS

- I. Either A or B below:
  - A. A survey, sealed by a professional surveyor of proposed property line adjustment.  
- OR -
  - B. A map/drawing to scale of \_\_\_\_\_ of proposed property line adjustment.  
The survey or map must show:
    1. Current boundaries (as of March 31, 1997) and
    2. All previous divisions made after March 31, 1997 (indicate when made or none), and
    3. The proposed division(s) and
    4. Dimensions of the proposed divisions, and
    5. Any existing or proposed easements and road/easement right-of-way(s), and
    6. Easements for public utilities from each parcel to existing public utility facilities, and
    7. Any existing improvements (buildings, wells, septic system, driveways, etc.)
- II. Property line adjustments that result in property less than an acre in size must have prior approval from the Kalamazoo County Department of Health and Human Services for on-site sewage and/or on-site water supply systems.

- III. Indication of access determination or permit from the Road Commission of Kalamazoo County, Michigan Department of Transportation, and/or Township (if applicable) that a proposed easement provides vehicular access to an existing road or street meets applicable location standards.
- IV. Signed Tax Payment Certification Form from the Kalamazoo County Treasurer's Office.
- V. The appropriate application fees.
- VI. Other (Please list): \_\_\_\_\_

#### D. IMPROVEMENTS

*Describe any existing improvements (buildings, well, septic, etc., which are on the parent parcel. If none, please indicate that as well).*

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#### E. AFFIDAVIT PERMISSION FOR MUNICIPAL 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 MUNICIPALITY, COUNTY AND THE STATE OF MICHIGAN TO ENTER THE PROPERTY WHERE THIS PARCEL DIVISIONS PROPOSED FOR PURPOSES OF INSPECTION TO VERIFY THAT THE INFORMATION ON THE APPLICATION IS CORRECTED AT A TIME MUTUALLY AGREED WITH THE APPLICANT. FINALLY, I UNDERSTAND THIS IS ONLY A PARCEL DIVISION WHICH CONVEYS ONLY CERTAIN RIGHTS UNDER THE APPLICABLE LOCAL LAND DIVISION ORDINANCE, THE LOCAL ZONING ORDINANCE, AND THE STATE LAND DIVISION ACT (FORMERLY THE SUBDIVISION CONTROL ACT, PA 288 OF 1967, AS AMENDED (PARTICULARLY BY PA 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.

FINALLY, EVEN IF THIS DIVISION IS APPROVED, I UNDERSTAND ZONING, LOCAL ORDINANCES, AND STATE ACT CAN CHANGE FROM TIME TO TIME, AND IF CHANGED THE DIVISIONS MADE HERE MUST COMPLY WITH NEW REQUIREMENTS (APPLY FOR DIVISION APPROVAL AGAIN) UNLESS DEEDS, LAND CONTRACTS, LEASES OR SURVEYS REPRESENTING THE APPROVED DIVISION RECORDED WITH THE REGISTER OF DEEDS FOR THE DIVISION IS BUILT UPON BEFORE THE CHANGES TO LAW ARE MADE.

**Property Owner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### AUTHORIZATION & SIGNATURE

*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.*

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***IF MORE THAN TWO PARCELS ARE INVOLVED IN THE LOT LINE ADJUSTMENT, PLEASE ATTACH AN ADDITIONAL APPLICATION WITH THE SUPPLEMENTARY PARCEL INFORMATION AND REQUIRED SIGNATURES.***



# Thomas Whitener

## Kalamazoo County Treasurer

201 W Kalamazoo Ave Rm 104, Kalamazoo, MI 49007 | 269-384-8124 | treasurer@kalcounty.com

### Land Division Tax Payment Certification Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner City, State, Zip: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property City, State, Zip: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

All applications must include:

- (1) The surveyed legal description of the parcel to be divided
- (2) \$5 certification fee (made payable to the Kalamazoo County Treasurer)
- (3) A self-addressed, stamped envelope

PLEASE DO NOT WRITE BELOW THIS LINE:

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#### Reviewer's Actions

**Certification Denied**

Denial explanation:

**Certification Approved**

I certify that, as to the lands herein described, all property taxes and special assessments turned over to the County Treasurer for collection on the parcel or tract subject to the proposed division for the 5 years preceding the date of the application have been paid except that if checked below:

This certificate does not cover taxes or current special assessment installments for the most recent year because the delinquent tax roll is not yet available.

Treasurer's Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_