



TEXAS TOWNSHIP
7227 West Q Avenue
Kalamazoo, Michigan 49009
P: 269.375.1591
F: 269.375.0791

TEXAS TOWNSHIP LAND DIVISION APPLICATION

Land division 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 INFORMATION

Parent Parcel Number: 3909- _____ - _____ - _____
Parent Parcel Street Address: _____
Current Zoning Classification: _____ Present Use of Property: _____

LEGAL OWNER INFORMATION

Legal Owner of Parcel: _____
Legal Owner's Address: _____
City: _____ State: _____ Zip: _____
Email: _____ Phone: _____

PROPOSED DIVISION 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 DIVISION INFORMATION & ACCESS

- I. Number of New Parcels: _____
- II. Intended Use (Residential, Commercial, Etc.): _____
- III. 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.
- IV. Each parcel has a continuous width of _____ (Not less than required by Ordinance).

V. Each parcel has an area of _____ (Not less than required by Ordinance).

VI. The division of each parcel provides access as follows (Please select which applies):

☐ Each new division has frontage on an existing public and/or Township approved private road.

Road Name: _____

- OR -

☐ Each new division has frontage on a new public and/or Township approved private road.

Proposed Road Name: _____

VII. Describe or attach a legal description of the proposed new road, easement:

VIII. Attach a legal description for each proposed new parcel and remaining parent parcel.

B. FUTURE DIVISIONS BEING TRANSFERRED FROM THE PARENT PACEL

I. Number of divisions transferred: _____

See section 109 (2) of the Statute. Make sure your deed includes both statements that are required in 109 (3 & 4) of the Statute.

C. 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

D. ATTACHMENTS

I. Either A or B below:

A. A survey, sealed by a professional surveyor of proposed division(s) of proposed parcel.

- OR -

B. A map/drawing to scale of _____ of proposed divisions of parent parcel and the 45-day limit is waived.

The survey or map must show:

1. *Current boundaries (as of March 31, 1997).*
2. *All previous divisions made after March 31, 1997 (indicate when made or none).*
3. *The proposed division(s).*
4. *Dimensions of the proposed divisions.*
5. *Any existing or proposed easements and road/easement right-of-way(s).*
6. *Easements for public utilities from each parcel to existing public utility facilities.*
7. *Any existing improvements (buildings, wells, septic system, driveways, etc.).*

II. Land division requests or land division parcels that are 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, or Texas Township (if applicable) that a proposed easement provides vehicular access to an existing road or street that meets applicable location standards.

IV. Signed Tax Payment Certification Form from the Kalamazoo County Treasurer's Office.

V. A copy of any transferred division rights (Section 109 (4) of the act) in parent parcel.

VI. The appropriate application fees.

VII. Other (Please list): _____

E. IMPROVEMENTS

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

F. 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: _____



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:

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: _____



Road Commission
of Kalamazoo County

3801 E. Kilgore Road
Kalamazoo, MI 49001
(269) 381-3171
Fax (269) 381-1760
www.kalamazooountyroads.com

Land Division and Driveway Permitting

The Land Division Act (Act 288 of 1967; MCL 560.101-293) **requires** that any newly created parcels be deemed “Accessible” by the state transportation department (state trunk lines) or county road commission (MCL 560.102 (j), (i) & (ii)). A Driveway Access Determination shall be obtained from the Road Commission by the property owner before a land division is granted, and before any building permit(s) are issued.

Any new construction, reconstruction, or modification of an existing driveway providing vehicular access to or from a road under the jurisdiction of the RCKC requires a driveway permit before construction (Act 200 of 1969; MCL 247.321-329). The township or local entity should require proof of driveway permit before issuing building permits for anything that has vehicular traffic. This includes any secondary driveway accessing the main house or building, a barn, or any other accessory building. A driveway permit is also required when the use of the land served by an existing driveway is changed or expanded. This also includes parcels in plats, when the plat roads are public and maintained by the RCKC.

The Board of County Road Commissioners has adopted federal AASHTO rules for safety. Clear sight distance and proximity to intersections and other conflict points are of the highest importance when reviewing each request for access to the public road system. Failure to acquire the required approvals from the Road Commission before beginning construction has cost some property owners months of delays and thousands of dollars in fees and construction costs, sometimes requiring easement from adjacent property.

We hope that by bringing this issue to the forefront, and opening a channel of communication, that we can all give the residents of Kalamazoo County a better experience as they look to build and expand in the region.