



# CHARTER TOWNSHIP OF COMSTOCK

## TOWNSHIP LAND DIVISION/RE-DESCRIPTION APPLICATION

Date Received  
by Assessor:

### ALL QUESTIONS MUST BE ANSWERED AND ALL ATTACHMENTS INCLUDED FOR PROCESSING OF THIS APPLICATION.

Approval of a division and/or re-description of land is required before it is sold when a new parcel is less than 40 acres and not just a property line adjustment (Sec 102e & f). ***This form is designed to comply with applicable zoning, land division ordinances, and Section 108 and 109 of the Michigan Land Division Act (formerly the subdivision control act, PA 288 of 1967 as amended [particularly by PA 591 of 1996], PA 87 of 1997, MCL 560.101 et. seq.), and/or the Condominium Act (PA 59 of 1987, as amended) and PA 23 of 2019.***

\$ \_\_\_\_\_ **APPLICATION FEE** – The fee is \$150.00 for each parcel created (the remaining parent parcel/tract counts as one division during first split). A fee of 75.00 is charged for each lot line (re-description) adjustment. All other splits exempt under PA 591 are still required to complete the application but are not required to pay the fee and the number of exempt divisions taken do not count against the number of state entitled divisions.

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

\*PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_ @ \_\_\_\_\_

\*Where you can be reached for questions or to schedule permission for a possible site visit.

**A COPY OF THIS FORM WILL BE RETURNED TO THIS ADDRESS**

### 1. Location of parent parcel/tract to be split, divided and/or re-described:

Address (if available): \_\_\_\_\_ Street/Road Name: \_\_\_\_\_

Tax Identification Number of parcel to be split, divided and/or re-described: 3907-\_\_\_\_-\_\_\_\_-\_\_\_\_

Does owner own any parcels of property contiguous to the parent parcel/tract being split, divided and/or re-described?  **YES** OR  **NO**

If yes, list Tax Identification Number(s) of the contiguous properties:

3907-\_\_\_\_-\_\_\_\_-\_\_\_\_  
3907-\_\_\_\_-\_\_\_\_-\_\_\_\_

3907-\_\_\_\_-\_\_\_\_-\_\_\_\_  
3907-\_\_\_\_-\_\_\_\_-\_\_\_\_

Total acreage of parent parcel/tract and all contiguous Property: \_\_\_\_\_

Number of divisions requested under PA 591: \_\_\_\_\_

(Remaining parent parcel/tract counts as a division during first split under PA 591)

***State law defines a parent tract as all contiguous parcels under the same ownership as of March 31, 1997. The acreage used to develop the amount of divisions a property owner is entitled to is based on the total acreage of the entire parent tract. The remaining parent tract always counts as a new parcel for application fee purposes, but only counts against your number of state entitled divisions the first time a split occurs under PA 591.***

**2. Property Owner information:**

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

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

**3. Attachments: All attachments must be included for application to be processed.**

Letter each attachment as shown here. Label each legal description to correspond with survey.

A. A survey or map/drawing of parent parcel/tract drawn to a scale of 1"=20', 1"=50', 1"=100', 1"=200', 1"=400', or 1"=1000'. The scale used shall best represent the property and improvements. The survey or map/drawing will include the following:

1. Parent parcel/tract boundaries as of March 31, 1997.
2. All previous divisions that have occurred after March 31, 1997.
3. The labeled proposed divisions.
4. Dimensions of the proposed divisions.
5. Scaled location of any improvements (buildings, wells, septic systems, etc.).
6. Existing and proposed road right of ways.

All the legal descriptions for the newly created parcels will be labeled to correspond with the survey or map/drawing.

B. A legal description for the entire parent parcel/tract, the newly created remaining parent parcel/tract, and all other newly created parcels.

C. A completed Land Division Tax Payment Certification Form (from Kalamazoo County Treasurer's Office – for divisions only).

[https://www.kalcounty.com/treasurer/pdf\\_files/Kalamazoo%20County%20Land%20Division%20Tax%20Payment%20Certification%20Form.pdf](https://www.kalcounty.com/treasurer/pdf_files/Kalamazoo%20County%20Land%20Division%20Tax%20Payment%20Certification%20Form.pdf)

D. A completed Access Determination for approval from the Road Commission of Kalamazoo County (Driveway Permit);

<https://www.kalamazooountyroads.com/driveway.php>

**4. Affidavit and permission for Comstock Charter Township, Kalamazoo County, and State of Michigan 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 Division/Redescription Application. I understand this division or redescription 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, P.A. 288 of 1967, as amended ((particularly by P.A. 591 of 1996)), MCL 560.101 et. Seq.)), and/or the Condominium Act (P.A. 59 of 1987 as amended) and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.*

*Township approval in no way guarantees the issuance of a building permit. If this Division/Redescription Application is approved, I understand Deeds, or Land Contracts representing the approved divisions may be required and recorded with the Register of Deeds, or any approval will be void.*

\_\_\_\_\_  
**Property Owner(s) Signature**

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

\_\_\_\_\_  
**Property Owner(s) Signature**

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

**OFFICE USE ONLY. Please do not mark in boxes below.**

New Parcel Identification Number(s): \_\_\_\_\_  
Number of splits allowed by statute: \_\_\_\_\_ Number of splits requested by applicant: \_\_\_\_\_

\_\_\_\_\_ **Approved:** Conditions, if any; \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Denied:** Reasons; \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Signature – Township Assessor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Additional Township Review Comments:**

**ZONING REVIEWED:** \_\_\_\_\_ **Reviewed**

**Recommend Approval:** \_\_\_\_\_ **Recommend Denial:** \_\_\_\_\_

Comments, if any \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Signature – Zoning Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_

**TREASURER'S REVIEW:** \_\_\_\_\_ **Reviewed**

Comments, if any \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TAXES CURRENT:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

\_\_\_\_\_ **Signature - Treasurer** \_\_\_\_\_ **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: \_\_\_\_\_