



ANTWERP TOWNSHIP LAND DIVISION APPLICATION

See the Antwerp Township Land Division and Subdivision Ordinance for additional information

Application is for (check only one):

- Land Division (splitting and creating new lots)
- Boundary Line Adjustment (transferring land from one lot to an adjoining lot, and no new lots are created)
- Combination (combining contiguous lots)

PARENT OR RECEIVING PARCEL INFORMATION

Parcel ID No. 80 – 02 – _____ – _____ – _____
Parcel Address: _____

Owner Name: _____
Street Address: _____
City: _____ **State:** _____ **Zip Code:** _____
Phone Number: _____ **E-mail:** _____

AFFIDAVIT: I agree the statements made within this application are true, and if found not to be true this application and any approval will be void. I agree to comply with the conditions and regulations required for this land division, combination or boundary line adjustment. I agree to give permission for officials of Antwerp Township, Van Buren County and the State of Michigan to enter the property where this land division, combination or boundary line adjustment is proposed for purposes of inspection to verify that the information on the application is correct, at a time mutually agreed upon. Finally, I understand this is only a land division, combination or boundary line adjustment, which conveys only certain rights under the applicable local land division ordinance, the local zoning ordinance, and the State Land Division Act (Act 288 of 1967, 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.

Approval of this application does not guarantee compliance with the Township Zoning Ordinance, guarantee issuance of a building permit or any other requirement. If this application is approved, I understand zoning, local ordinances and State Acts change from time to time, and if changed the land division, combination or boundary line adjustment made here must comply with the new requirements (apply for approval again) unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Van Buren County Register of Deeds or the resulting land division, combination or boundary line adjustment is built upon before the changes to laws are made.

Signature of Owner: _____ **Date:** _____

ADDITIONAL INCLUDED PARCELS: Attach additional sheets if necessary. All owners must sign.

PARCEL 1 Address _____ Parcel ID No. _____
 _____ 80 – 02 – _____ – _____ – _____

Parcel 1 Owner's Name _____
 Address: _____
 Phone Number: _____ E-mail: _____

I certify that I approve of the land division, combination or boundary line adjustment depicted on the attached survey.

Signature of Owner: _____ **Date:** _____

PARCEL 2 Address _____ Parcel ID No. _____
 _____ 80 – 02 – _____ – _____ – _____

Parcel 2 Owner's Name _____
 Address: _____
 Phone Number: _____ E-mail: _____

I certify that I approve of the land division, combination or boundary line adjustment depicted on the attached survey.

Signature of Owner: _____ **Date:** _____

PROPERTY INFORMATION

Acreage of parent parcel: _____ Number of parcels after approval: _____

Intended use of property if approved: _____

Access: All resulting parcels will be accessed from (check all that apply): Existing public road
 Proposed public road* Existing private road/driveway Proposed private road/driveway*

*New roads (public roads, private roads or shared driveways) will require further review; see the Land Division Ordinance

Zoning of all properties included in this application: _____

Are future divisions being transferred from the parent parcel to another parcel? Yes No

If yes, Parcel ID No. of parcel(s) to receive future divisions:** _____

** See §109(2) of the State Land Division Act. The deed must include both statements as required in §109(3) and §109(4) of the Act.

Is any portion of any property subject to this application located within a flood plain? Yes No

See maps at the Township Hall to determine flood plain limits; additional requirements may apply.

REQUIRED ATTACHMENTS

- 1. Fee: Land Divisions \$75 per parcel created, including the parent parcel if this is its first division
Combinations \$50 per parcel prior to combination
Boundary Line Adjustment \$50

- 2. Evidence of fee ownership for all parcels involved in this application (deed, title insurance, etc.)
- 3. Evidence that all due and payable taxes or special assessments have been paid; see the Township Treasurer
- 4. The Township Assessor may require a deed stating the number of divisions conveyed, if any, to the grantee and submission of a form as required by the State Tax Commission; contact the Assessor prior to submitting your application.
- 5. Survey An iron-set survey shall be completed by a Michigan licensed surveyor***
See Section 3.3, B.3.g of the Land Division and Subdivision Ordinance for survey requirements.

*** For a very limited number of simple lot combinations and boundary line adjustments, the Zoning Administrator can waive the iron set survey requirement; see Section 3.3, B.3.h of the Land Division and Subdivision Ordinance. In this case, a drawing to scale, using the Van Buren County Geographic Information System, Antwerp Township Property Tax Card data or other reliable source may be acceptable, provided that all necessary information can be depicted. The waiver MUST be requested prior to submitting a complete application; call the Township Hall for more information.

IF APPROVED, approval shall be valid for one year for marketing purposes. Approval is void after one year if divisions are not transferred or validly recorded. After Township approval, documents must be recorded with the Van Buren County Registrar of Deeds showing all new parcels created, including the remainder of the parent parcel, if applicable. Property addresses are issued by the Van Buren County Planning and Land Management Department.

TO BE COMPLETED BY TOWNSHIP	
Date application and fee received and accepted: _____	Staff Initials: _____
Township Assessor Review: Splits allowed by statute: _____	Assessor Initials and Date: _____
Township Treasurer: Taxes Paid? ? <input type="checkbox"/> Yes <input type="checkbox"/> No	Treasurer Initials and Date: _____
Zoning Administrator Review: <input type="checkbox"/> APPROVED. Conditions, if any: _____	
<input type="checkbox"/> DENIED. Reasons for denial: _____	
Zoning Administrator Signature: _____	Date: _____



ANTWERP TOWNSHIP LAND DIVISIONS - SURVEY REQUIREMENTS

The Antwerp Township Land Division and Subdivision Ordinance (Ord. #54, adopted 2/8/11) requires, along with the application and fees, an "iron set survey" for most land divisions, lot combinations and boundary line adjustments. The following must be provided on an iron set survey (prepared by a Michigan Licensed Professional Surveyor):

- A. The area and lot dimensions of all proposed parcels and of the parent parcel; or in the case of a boundary line adjustment, the survey drawing shall indicate the lot area and lot line dimensions of the existing parcels, the area of the land to be transferred via the boundary line adjustment, and the area and lot line dimensions of all parcels resulting from the boundary line adjustment.
- B. Calculations shall be provided for both the gross parcel area and the net parcel area exclusive of any public road right-of-way, private road or shared driveway easement or any submerged lands.
- C. The drawing shall illustrate the general locations of submerged land, if any.
- D. All existing buildings shall be illustrated with setbacks dimensioned from all existing and proposed lot lines.
- E. The location of existing septic system(s), if any, shall be shown, including drainfields, tanks, sewers and other appurtenances. Private utility systems must be on the same lot as the buildings served by the system, unless an easement for access to the system by the benefitted owner is shown on the survey, approved by the Township and recorded with the Van Buren County Register of Deeds.
- F. Existing or proposed right-of-way shall be shown and identified as a public road, private road or shared driveway, with right-of-way or easement dimensions indicated.
- G. The seal of the professional surveyor who prepared the survey. Contact information must be provided.
- H. If the property contains land within the Special Flood Hazard Area as depicted on the National Flood Insurance Programs map(s) by the Federal Emergency Management Agency, the Zoning Administrator may require the survey to include additional information, including site elevations and flood plain contours. This information is subject to review by a civil engineer, the cost of which review shall be paid by the applicant.

(Note: plats of subdivision have different requirements. Please see the Land Division and Subdivision Ordinance.)

Waiver. The Zoning Administrator may waive the requirement for an iron set survey under the following circumstances:

- A. The request is for a combination of recorded lots that merely removes the boundary or boundaries separating the lots, resulting in one parcel;
- B. The request is for a boundary line adjustment where the resulting boundaries create a simple rectilinear parcel without arcs or complex angles.

In this case, the Zoning Administrator may accept a drawing to scale, based on Van Buren County Geographic Information System maps, Township property tax card data or other reliable source, provided that there is sufficient information to determine that all structures and uses on the resulting parcel(s) will conform to the Zoning Ordinance. The Zoning Administrator shall have sole discretion to determine if a combination or boundary line adjustment is simple enough to waive the iron set survey requirement; it is prudent to send a draft drawing to the Township prior to applying to determine if a drawing will be accepted.

See the Antwerp Township Land Division and Subdivision Ordinance for more information.

QUESTIONS: contact the Township Offices, (269) 668-2615, or the Zoning Administrator, LSL Planning, Inc., (616) 336-7750.