

**FLORENCE TOWNSHIP**  
**PO Box 144**  
**Constantine, MI 49042**

**PROPERTY LAND DIVISION APPLICATION**

**FLORENCE TOWNSHIP**

<http://www.florencetownship.org/>

Land division questions: Kyle Harris 574-596-6566 [KWH9234@gmail.com](mailto:KWH9234@gmail.com)

Zoning questions: Paul Osthoff 269-275-3986 [Florencetownshipzoning@gmail.com](mailto:Florencetownshipzoning@gmail.com)

**Return completed application with all attachments to the Township Zoning Administrator for processing.**

**ALL QUESTIONS MUST BE ANSWERED AND ALL ATTACHMENTS INCLUDED FOR THE PROCESSING OF THIS APPLICATION. THIS FORM IS DESIGNED TO COMPLY WITH APPLICABLE ZONING, LAND DIVISION ORDINANCES AND PA 591 OF 1996 AND PA 87 OF 1997.**

Make checks/ return to:  
**Florence Township**  
**PO 144**  
**Constantine, MI 49042**

**IN THE BOX LISTED BELOW, PRINT NAME, MAILING ADDRESS AND EMAIL FOR CONTACT PURPOSES**

|                                |
|--------------------------------|
| NAME: _____                    |
| RESIDENT STREET ADDRESS: _____ |
| CITY, STATE, ZIP: _____        |
| EMAIL: _____                   |

**APPLICATION FEE** – THE FEE IS \$ 100.00 FOR EACH COMBINATION. FEE IS NON-REFUNDABLE FOR VOID OR DENIED APPLICATIONS. PAYABLE TO THE TOWNSHIP.  
(All dishonored checks will be assessed as \$20.00 fee)

A. PARCEL ID No. OF PARENT PARCEL TO BE SPLIT: \_\_\_\_\_

B. DOES OWNER OWN ANY PARCELS OF PROPERTY CONTIGUOUS TO THE PARENT TRACT BEING SPLIT? **YES** OR **NO**. IF YES, LIST PARCEL ID NO'S OF CONTIGUOUS PROPERTIES:

\_\_\_\_\_  
\_\_\_\_\_

TOTAL ACREAGE OF PARENT TRACT AND ALL CONTIGUOUS PROPERTY: \_\_\_\_\_ +/-

C. PROPERTY OWNER INFORMATION:

NAME: \_\_\_\_\_

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

PHONE: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

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

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D. 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 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. IF A MAP/DRAWING IS SUBMITTED THE FORTY-FIVE (45) DAY TIME LIMIT IS WAVED. THE ZONING ADMINISTRATOR MAY REFUSE ANY MAP/DRAWING. THE SURVEY OR MAP/DRAWING WILL INCLUDE THE FOLLOWING:

1. PARENT PARCEL BOUNDARIES AS OF MARCH 31, 1997.
2. ALL PREVIOUS DIVISIONS MADE AFTER MARCH 31, 1997.
3. THE LABELED PROPOSED DIVISIONS.
4. DIMENSIONS AND ACREAGE OF THE PROPOSED DIVISIONS.
5. SCALED LOCATION OF ANY IMPROVEMENTS (BUILDINGS, WELLS, SEPTIC SYSTEMS, ETC.).
6. EXISTING AND PROPOSED ROAD RIGHT OF WAYS.

B. A LEGAL DESCRIPTION FOR THE ENTIRE PARENT TRACT, THE NEWLY CREATED REMAINING PARENT TRACT, AND ALL OTHER NEWLY CREATED PARCELS. ALL THE DESCRIPTIONS FOR THE NEWLY CREATED PARCELS WILL BE LABELED TO CORRESPOND WITH THE SURVEY OR MAP/DRAWING

C. TAX CERTIFICATION ENSURING THE PAST FIVE YEARS OF PROPERTY TAXES HAVE BEEN PAID. THE CERTIFICATE CAN BE OBTAINED FROM THE COUNTY TREASURER'S OFFICE.

**ST. JOSEPH COUNTY TREASURER**  
**125 W. MAIN ST., CENTREVILLE, MI 49032**  
**Telephone: (269) 467-5525 - Fax: (269) 467-5592**

D. ONE COPY OF THE APPROVED FLORENCE TOWNSHIP LAND SPLIT ZONING PERMIT, COMPLETE WITH ALL ATTACHMENTS

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**AFFIDAVIT** – 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 DIVISION IS REQUESTED FOR PURPOSES OF INSPECTION TO VERIFY THAT THE INFORMATION ON THE APPLICATION IS CORRECT AT A TIME MUTUALLY AGREED WITH THE APPLICANT. 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 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 LAND DIVISION APPROVAL IN NO WAY GUARANTEES THE ISSUANCE OF A BUILDING PERMIT. I REALIZE THAT THE OWNER SPLITTING THE ORIGINAL PROPERTY CAN ASSIGN FUTURE DIVISIONS REMAINING TO SPECIFIC PARCELS. IF NO LOCATION OF THESE “LEFTOVER” SPLITS IS DESIGNATED THEY ARE AUTOMATICALLY ASSIGNED TO THE REMAINING PARENT PARCEL CREATED [SEE SECTION 109(2) OF THE STATUTE. MAKE SURE YOUR DEEDS INCLUDE BOTH STATEMENTS AS REQUIRED IN SECTION 109(3) AND 109(4) OF THE STATUTE]. I ALSO REALIZE THAT TAXES MUST BE PAID IN FULL ON THE PARENT PARCEL FOR THE DEEDS TO BE RECORDED AND THE SPLIT TO BE PROCESSED AT THE COUNTY LEVEL AND THAT I MUST SUPPLY RECORDED OR UNRECORDED DOCUMENTS TO THE TOWNSHIP TO FINALIZE THE DIVISION.

**\*\*\*All land divisions, lot line adjustments and combinations are completed for the assessment roll the year after approval to ensure proper appeal rights. This approval will need to be given to all individuals involved in the process including realtors and title agents. The Township does not calculate mid-year tax pro-rations. This is an agreement between buyer and seller or handled by a title company.**

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**PROPERTY OWNER'S SIGNATURE**

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**DATE**

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**PO Box 144**  
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**OFFICE USE ONLY, PLEASE DO NOT MARK IN BOXES BELOW.**

PARCEL ID Numbers \_\_\_\_\_

NUMBER OF SPLITS ALLOWED BY STATUTE \_\_\_\_\_ NUMBER OF SPLITS REQUESTED BY APPLICANT \_\_\_\_\_

COMMENTS AND NOTES \_\_\_\_\_

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\_\_\_\_\_  
ZONING ADMINISTRATOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TOWNSHIP ASSESSOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_**APPROVED**

\_\_\_\_\_**DENIED**