

# LAND DIVISION/COMBINATION APPLICATION



## CITY OF ST. JOSEPH

700 Broad St., St. Joseph, MI 49085-1206  
Phone 269-983-1212 Fax 269-985-0347

An incomplete application will not be accepted.

### PROPERTY INFORMATION:

Property Address(es) \_\_\_\_\_ Tax ID # \_\_\_\_\_  
\_\_\_\_\_

Are additional properties involved in the  
proposed division, combination or transfer?  YES  NO

### APPLICANT INFORMATION:

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

Are you the sole owner of all property(ies) intended  
to be divided or combined under this application?  YES  NO

***Please see the reverse of this page for instructions regarding  
the additional information that must be submitted for  
this application to be complete.***

The information submitted as part of this application is, to the best of my knowledge, true, accurate and complete.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I grant permission for members of the City of St. Joseph staff and appointed officials to enter the above described property for the purpose of gathering information related to this application.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Date Received \_\_\_\_\_ Application Fee Paid \_\_\_\_\_

Submitted Materials: \_\_\_\_\_ Application Form \_\_\_\_\_ Attachments \_\_\_\_\_ Fee

Application Granted/Denied (circle one) By: \_\_\_\_\_ Date \_\_\_\_\_  
(If denied, attach explanation of deficiencies.)

## **Land Division/Combination Application Required Information:**

*On a separate piece of paper, please answer the following questions and attach any required documents.*

- 1. Please briefly describe your proposal: what would you like to do, and why? Is this a division, a combination, or a boundary adjustment between adjacent parcels?*
- 2. Please provide the property addresses, tax identification numbers, and legal descriptions (both current and proposed) of all properties involved in the proposed division/combination.*
- 3. Please provide the names and addresses of all persons with any legal or equitable interest in any of the involved properties, and indicate the interest of each person in each appropriate property. Each such person must sign an acknowledgment that they concur in the proposed application and that all information included in the application is, to the best of his/her knowledge, true, accurate, and complete.*
- 4. If a division (not including a boundary adjustment between adjacent parcels), please provide sufficient history and specifications of the land proposed to be divided to establish that the proposed division complies with Section 108 of the State Land Division Act. Demonstrate that the property is a parent parcel, or if not a parent parcel, then provide the history of the land proposed to be divided from the parent parcel to present, including all leases, land contracts, and conveyances. Include detailed information about the availability of division rights, and the proposed allocation of those rights.*
- 5. Please include title insurance commitments, showing all owners and interests of each of the properties involved.*
- 6. Please include a survey map prepared by a Licensed Land Surveyor or Registered Civil Engineer. The survey map should show all structures on all involved parcels, including the dimensions and area of each structure and the distance of each structure from existing and proposed property lines. All easements and public utilities, as well as all building setback lines under the zoning ordinance, should be shown.*

**In some circumstances the Zoning Administrator may be able to waive some requirements as not necessary to determine whether the application meets all legal standards. It is recommended, but not required, that the applicant submit a preliminary parcel map in order to learn if any requirements may be waived.**

**The Zoning Administrator may request additional information if needed to determine whether the application meets all legal standards.**