



JAMESTOWN
 CHARTER TOWNSHIP
 ESTABLISHED 1849

2380 Riley Street
 Hudsonville, MI 49426
 616-896-8376

Land Division or Combination Application

This form is a required filing any time the legal description of a parcel changes. This includes changes such as property splits, combinations, lot line adjustments, creation or amendment of subdivisions, condominiums, etc. It has been prepared to assist in the determination of compliance with Michigan's Land Division Act (Act 288 of 1967) as well as local Zoning ordinances. Please answer all questions to ensure timely processing. While in most cases the below information will be sufficient for the required review, additional questions and documentation may be requested.

Split #: _____
 (Office Use)

Applicant Section

Contact Info: Applicant Name: _____ Relationship: _____
 (ie: Owner, Attorney, Buyer, Realtor, etc.)

Phone: _____ Email: _____

Owner Name: _____
 (If different than applicant)

Parcel(s) Involved: Parcel #: _____ Address: _____

Description of Proposed Parcel Changes (ie: "as per survey"):

Attach a survey with legal descriptions for each proposed new parcel that will be created. Include the location of all buildings and structures (existing and proposed, if known). Indicate any/all future division rights.

The above information is correct to the best of my knowledge, and I grant the local government authorities permission to visit the site as needed to review the proposed parcel changes.

Owner's Signature: _____ Date: _____
 (Or Legal Representative)

Section 560.109(1) of The Land Division Act allows for a 45-day review period.

OFFICE USE - Approvals

Zoning Administrator: _____ DATE: _____
 Kirk Scharphorn, Jr., kscharphornjr@pcimi.com

Assessor: _____ DATE: _____
 Tyler Tacoma, ttacoma@twp.jamestown.mi.us

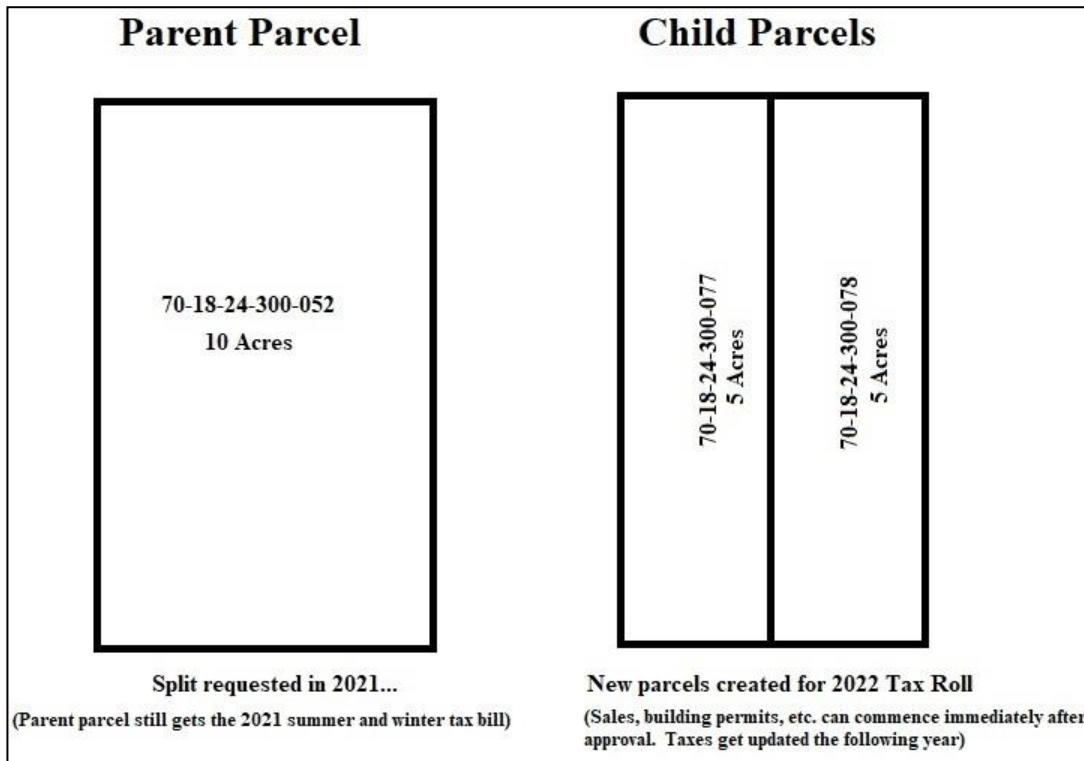
Additional Comments: _____

Land Division or Combination

For Property Divisions (“Splits”) and Combinations, the Assessor’s Office requires from the property owner the following:

- 1) Completely filled out and signed **Land Division Application**. The form may be filled out by an owner, legal representative, associate, attorney, realtor, etc., BUT *must be signed by one of the owners or legal representatives*. More documentation and clarification are often necessary such as for the review of new construction sites, new subdivisions, etc.
- 2) A legal description of each existing “parent” parcel (or parcels) involved and new legal descriptions of each proposed resulting “child” parcel (or parcels) that will be created. The typical practice, which is strongly recommended and often required for the site review, is that a **survey** be performed and submitted along with the application. For Zoning/Building review, the survey should include any existing or proposed building locations on the premises, driveways, fences, easements, etc.

***Note – The new “Child Parcels” created from a property split or combination are recognized and brought on to the tax roll in the year following the request.** As “Tax Day” every year is December 31st, whatever the property looked like on that day is how it is assessed for the upcoming year.



All tax bill pro-rations are the responsibility of the parties involved in the sale.