



# BARODA TOWNSHIP

9091 First Street • P.O. Box 215 • Baroda, Michigan 49101 • (269) 422-2300 • Fax (269) 422-2407

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## BARODA TOWNSHIP NOTES FOR LAND DIVISION

- ✓ It's a good idea to hand sketch your division for preliminary approval before paying to have your survey done.
- ✓ Your property taxes need to be paid up to date. If you can't find your receipt, don't worry, I can look them up for you.
- ✓ I need a copy of your deed for proof of ownership. I may have one in your property file- just ask me to check. If not, you can request a copy from the Register of Deeds.
- ✓ Have you made sure you have splits remaining?
- ✓ Have you asked what your zoning is? Do you know how much road frontage you need and what your setbacks are?
- ✓ The fees are \$150.00 for the first split and \$50.00 for each additional split. If you pay by check, it should be made to ~~Angela Kirby~~.  
**Baroda Twp**
- ✓ Your survey should include new legal descriptions and **all improvements on property** (this includes any structures, well, driveways, etc).
- ✓ When you think you are ready for approval bring me:
  1. Completed Land Division Application
  2. Your deed
  3. Proof of taxes paid
  4. Your survey
  5. Your fee

\* Call me if you have any questions Angela Kirby 269-207-2590

Application Number: \_\_\_\_\_  
Number of Splits Requested: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Parcel Number: \_\_\_\_\_

*Do Not Write Above This Line)*

## BARODA TOWNSHIP LAND DIVISION APPLICATION

*You **MUST** answer all questions and include all attachments or the application will be returned to you. The completed application with attachments and fee must be returned to the Baroda Township Assessor at 9091 First Street, P. O. Box 215, Baroda, Michigan 49101*

*Approval of a division is not a determination that the resulting parcels comply with other local, county or State ordinances or regulations. The resulting lots or parcels may or may not be suitable or approved for development.*

### **1. Applicant:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

### **2. Parcel Location:**

Parcel Number: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **3. Legal Description of Parent Parcel:** (attach extra sheets if necessary)

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

**4. Property Owner (if other than applicant):**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

**5. Summary of Proposed Development:**

- A. Number of new Lots or Parcels: \_\_\_\_\_
- B. Intended Use: (residential, commercial, etc.) \_\_\_\_\_
- C. Legal Description of Each Proposed Split: (attach extra sheets if necessary)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- D. Legal Description for the Remaining Parent Parcel (attach extra sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_
- E. Each parcel has a minimum width of \_\_\_\_\_ feet.
- F. Each parcel has a minimum area of \_\_\_\_\_ square feet or \_\_\_\_\_ acres.
- G. Each parcel has frontage on an existing road or street.  
Yes: \_\_\_\_\_ No: \_\_\_\_\_ Name of road/street: \_\_\_\_\_
- H. Each parcel has frontage on an proposed new road or street.  
Yes: \_\_\_\_\_ No: \_\_\_\_\_ Name of road/street: \_\_\_\_\_
- I. Legal description of the proposed new road and approval of county road commission of proposed new road. (attach extra sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

**6. Future Divisions:**

Number of future divisions being transferred with this application to other parcels: \_\_\_\_\_  
Identify the parcel(s): \_\_\_\_\_ Identify the number for each parcel: \_\_\_\_\_  
*(See section 109 (2) of the Statute, and make sure your deed includes both statements as required in section 109 (3) and 109 (4) of the Statute.)*

**7. Site Development Limits:** (Check each item that identifies a condition which exists on any part of the parent parcel)

- is riparian or littoral (it is a river, pond or lake front parcel).
- includes a wetland.
- includes a beach.
- is within a flood plain.
- is on muck soil.
- is on soil classified as having severe limitations for on site sewage disposal.

**8. Required Attachments:**

- A. A scale drawing or survey that complies with the requirements of P.A. 132 of 1970 as amended for the proposed division(s) of the parent parcel showing:
  - 1. current boundaries of the parent parcel (as of March 31, 1997),
  - 2. all previous divisions made after March 31, 1997 ( indicate when made, or that no divisions made),
  - 3. the proposed division(s),
  - 4. dimensions of the proposed division(s) including all linear and area measurements,
  - 5. existing and proposed road easements or rights-of-way,
  - 6. existing and proposed public utility easements providing access to all parcels that are proposed as development sites.
  - 7. any of the features identified and checked in question 7 (above), and
  - 8. all existing improvements (buildings, wells, septic systems, driveways, etc.)
- F. Indication of approval from the Berrien County Road Commission or Michigan Department of Transportation for all proposed new streets and roads.
- G. A copy of any transferred division rights [section 109 (4) of the Statute] in the parent parcel.
- H. The appropriate processing fee.
- I. Other (please list) \_\_\_\_\_

**9. Improvements:**

Describe and locate any existing improvements (buildings, wells, septic systems, driveways, etc.) which are located on the parent parcel (attach extra sheets if necessary): \_\_\_\_\_

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

**10. Affidavit of Permission for Inspection**

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 Baroda Township, Berrien County and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify that the information on the application is correct at a time mutually agreed with the applicant. Finally, 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 (formerly the Subdivision Control Act, P.A. 28 8 of 1967, as amended (particularly by P.A. 591 of 1996), MCL 560.101 et. seq.), and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

Finally even if this division is approved, I understand zoning, local ordinances and State Acts change from time to time, and if changed the divisions made here must comply with the new requirements (apply for division approval again) unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
*(Do not write below this line)*

**REVIEW ACTION:**

Processing Fee Total \$ \_\_\_\_\_ Check No. \_\_\_\_\_ Twp. Receipt No. \_\_\_\_\_

\_\_\_\_\_  
APPROVED

\_\_\_\_\_  
DENIED: (list reasons) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Baroda Township Assessor

\_\_\_\_\_  
Date