



VILLAGE OF LAWTON LAND DIVISION APPLICATION

PARENT PARCEL

Parcel ID No. 80 – 45 – _____ – _____ – _____

Parcel Address: _____

OWNER AND APPLICANT INFORMATION

Owner Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail: _____

Applicant Name, If Not Owner:

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

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 the Village of Lawton, 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 Village of Lawton 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: _____

Signature of Applicant: _____ Date: _____

APPLICATION INFORMATION

Acreeage of parent parcel:	_____	Number of total parcels proposed:	_____
Does the owner own contiguous property?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Resulting parcels will be accessed from (check all that apply):	<input type="checkbox"/> Existing public road <input type="checkbox"/> Proposed public road* <input type="checkbox"/> Existing private road/driveway <input type="checkbox"/> Proposed private road/driveway*		
*- New roads (public roads, private roads or shared driveways) may require further review.			
Date of last land division if divided within last 10 years:	_____		
Intended use (residential, commercial, agricultural, etc.):	_____		
Are future divisions being transferred from the parent parcel to another parcel?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, Parcel ID no. of parcel(s) to receive future divisions:**	80 – 45– _____ – _____ – _____ 80 – 45 – _____ – _____ – _____		
**-. 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.			

LAND DIVISION APPLICATION CHECKLIST All items must be provided in order to deem the application as complete.

A map, drawn to scale, showing all of the following:	<input type="checkbox"/>
Parent parcel boundaries as of 3/31/97.	<input type="checkbox"/>
Other divisions made after 3/31/97 (indicate dates or N/A).	<input type="checkbox"/>
The proposed division(s).	<input type="checkbox"/>
Legal descriptions 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 shall be labeled to correspond with the submitted maps	<input type="checkbox"/>
Dimensions and area of the proposed divisions.	<input type="checkbox"/>
Existing and proposed easements and right-of-ways.	<input type="checkbox"/>
If necessary, easements for public utilities from each existing and proposed parcel.	<input type="checkbox"/>
Any existing improvements (buildings, driveways, wells, septic systems, etc.) and measured setbacks between buildings and property lines.	<input type="checkbox"/>
Evidence of fee ownership for all parcels involved in this application (deed, title insurance, etc.).	<input type="checkbox"/>
An indication of driveway approval from MDOT or the Road Commission, if applicable.	<input type="checkbox"/>
If you are more than 200' from a public sanitary or water main, an indication of septic and well approval from the Van Buren/Cass District Health Department.	<input type="checkbox"/>
Tax certification ensuring the past five years of property taxes have been paid. The certificate can be obtained from the Van Buren County Treasurer's office: 219 E. Paw Paw Street., ste 101 Paw Paw, MI 49079 Telephone: (269) 657-8228 - Fax: (269) 657-8227	<input type="checkbox"/>
Application fee (\$250 for the first four resulting parcels, \$50 per additional parcel thereafter).	<input type="checkbox"/>

- An application shall be filed with the Village Clerk and approved by the Village Council.
- The application shall include a diagram or map showing the parcel or parcels and desired changes with resulting parcel or parcels.
- No parcel may be more than four times deep as it is wide (4:1 depth to width ratio).
- All resulting parcels, including the remainder of the parent parcel, must meet the minimum lot width and lot area requirements of the zoning district in which the parcels are located. Portions of a parcel within the road right-of-way or private road or driveway easement may not be counted toward meeting minimum requirements.
- No lot in a recorded plat shall be divided into more than four parts and the resulting lots shall be not less in area than permitted by the Village Zoning Ordinance.
- All parcels must be accessible, from an existing public road, a new public road or a new private road, or a shared driveway. New public roads must be approved by the Village of Lawton.
- No building permit shall be issued (or any building construction commenced) unless the division has been approved by the Village Council and the suitability of the land for building sites has been approved by the County Health Department where no public utilities are available.
- The division of a lot resulting in a smaller area than prescribed herein may be permitted, but only for the purpose of addition to the existing building site or sites.
- The parcel must be eligible to be split according to the State Land Division Act. Check with the Zoning Administrator to determine if splits are allowed under the Act.

LAND DIVISION REVIEW AND APPROVAL PROCESS

1. Applicant shall secure tax certification from the Van Buren County Treasurer's Office.
2. Applicant shall submit application, fee, and survey per the land division checklist.
3. Village shall:
 - a. Conduct a completeness review.
 - b. Assessor review.
 - c. Zoning Administrator review and approval within 45 days of completeness review.
4. Applicant shall record land division and transfers with the Van Buren County Register of Deeds.
5. Property addresses are issued by the Village of Lawton
6. Township Assessor completes land division for the assessment roll the year after approval.
7. For zoning information, please contact the Village Manager at 269.624.6407 or email thackenberg@lawtonmi.org

TO BE COMPLETED BY VILLAGE	
Date application and fee received and accepted:	Staff Initials:
Tax certification provided from County Treasurer's Office? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Splits allowed by statute: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Zoning Administrator Review	
Zoning Designation:	
Minimum Setback Compliance:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum Lot Area Compliance:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum Lot Width Compliance:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum Frontage Compliance:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maximum Lot depth to width ratio (4:1), except for lots 10 acres or greater, or for one remainder parcel retained by the owner:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Public Water or Sewer located within 200' of the parcel boundaries for the building to be served; If utilities not available, well, septic and drainfields must be located within parcel boundaries	<input type="checkbox"/> Yes <input type="checkbox"/> No
The division does not isolate a cemetery:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:	
<input type="checkbox"/> DENIED. Reasons for denial:	
<input type="checkbox"/> APPROVED. Conditions, if any:	
Staff Review Signature:	
Date:	
APPROVAL IS VOID IF DIVISIONS ARE NOT TRANSFERRED OR VALIDLY RECORDED WITH THE VAN BUREN COUNTY REGISTRAR OF DEEDS WITHIN ONE YEAR	