



# ROYALTON TOWNSHIP

980 Miners Road  
St. Joseph, MI 49085

Phone: (269) 429-2501  
Fax: (269) 429-8373

## APPLICATION FOR LAND DIVISION APPROVAL

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

Tax ID# of Parent Parcel: \_\_\_\_\_ Zoning District: \_\_\_\_\_

### APPLICANT

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

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

State Relationship to Property Owner (If Different): \_\_\_\_\_

### OWNER (If Different)

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

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### ENGINEER / ARCHITECT / DESIGNER (If Applicable)

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

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_ Proposed Use of New Parcels: \_\_\_\_\_

\_\_\_\_\_

Total Area of Parent Parcel: \_\_\_\_\_ Total Number of New Parcels Proposed: \_\_\_\_\_

Divisions Permitted for Parent Parcel: \_\_\_\_\_ Public Water Available:  Yes  No

Type of Sewer System:  Public System  Individual Septic System  Other \_\_\_\_\_

Development Site Limits:  Waterfront  Wetlands  Floodplain  on Muck Soils or Soils with Septic Limits

Was the parent parcel/tract existing as of March 31, 1997  Yes  No

Have any divisions been made to the parent parcel/tract since March 31, 1997  Yes  No

If any divisions were made since March 31, 1997, how many \_\_\_\_\_ and how many allowed divisions remain \_\_\_\_\_

Please fill out the following table (include additional lines if necessary):

Lot #	Gross Lot Area	Lot Width	Lot Depth	Divisions Being Transferred	How is Lot Accessed?
Parent Parcel					
New Parcel 1					
New Parcel 2					
New Parcel 3					

**ALL PROPOSED DIVISIONS OF PROPERTY REQUIRE REVIEW AND APPROVAL FROM THE BERRIEN COUNTY ROAD COMMISSION BEFORE LOCAL PLANNING COMMISSION INVOLVEMENT.**

**ANY DIVISION OF PROPERTY OBTAINING APPROVAL DOES NOT GUARANTEE THAT THE PROPERTY IS BUILDABLE WITHOUT FURTHER REVIEW AND SUBSEQUENT APPROVAL.**

This application/affidavit is signed by property owner and applicant stating:  
I hereby certify the information supplied with this application is true to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

-----*FOR OFFICE USE ONLY*-----

Berrien County Road Commission Approval Obtained: \_\_\_ Yes \_\_\_ No

Application Number: \_\_\_\_\_ Date Received: \_\_\_\_\_

Required Fee: \_\_\_\_\_ Date Received: \_\_\_\_\_

## REQUIREMENTS FOR LAND DIVISION

The following information must be provided to ensure the processing of all requests for the alteration of land. It is necessary to be aware of the zoning of the property and its impact on the proposed alteration of land including: area, frontage, 4 to 1 depth to width, and all setback requirements to new or existing lot lines or properties.

1. Completely filled out application and payment of appropriate fees.
2. Proof of ownership (tax bill, deed)
3. Provide approval by Berrien County Road Commission
4. Existing survey of the property (the parent parcel) and legal description
5. **Signed and sealed** survey of the property to be divided with the following information:
  - a. Location of **all** structures (with distances to all lot lines).
  - b. Location of any easements, natural features (roads, waterways, wetlands, etc).
  - c. Location of septic fields and wells (if applicable).
  - d. All divisions fully dimensioned and labeled, (Parcels 1, 2 or A, B).
  - e. Complete legal descriptions of all created parcels including the remainder of the parent parcel.
6. Transfer of division rights to be assigned to future parcels (if any).
7. Copy of any proposed deed including restrictions.

**AFTER APPROVAL BY THE TOWNSHIP, THE APPLICANT IS RESPONSIBLE FOR THE RECORDING OF THE LAND ALTERATION, DIVISION, COMBINATION OR ADJUSTMENT AND THE APPROPRIATE DEEDS AND DOCUMENTS WITH THE REGISTER OF DEEDS OFFICE, BERRIEN COUNTY, MICHIGAN.**

**A newly created parcel, meeting the requirements of the Royalton Township Ordinances and the State of Michigan Land Division Act, does not guarantee that the newly created parcel is buildable without further review.**