LAND DIVISION APPLICATION

APPLICATION INSTRUCTIONS & REQUIREMENTS

Refer to the **Saugatuck Township Consolidated Fee Schedule** for applicable application fees.

Applicants must complete all required information, sign the form, and submit it in person, by mail, or via email. **A digital copy of all application materials is required**. Please email submissions to info@saugatucktownshipmi.gov.

To be considered complete, the application must include answers to all questions and all required attachments.

Land division approval is required before:

- Selling the property
- Leasing the property for more than one year
- Creating a new parcel smaller than 40 acres (excluding property line adjustments)

Your application status will be marked "pending" during the preliminary review stage and will become "active" once it enters the Official Review Process.

For reference, see the Land Division Ordinance and the Michigan Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended by P.A. 591 of 1996, MCL 560.101 et seq).

PARENT PARCEL NUMBER: 0320 - _____ - _____ - _____

FOR OFFICE USE ONLY

PRELIMINARY REVIEW

Date Received: _____ *Fees Due: $* _____ *Paid* ☐

Approved / Denied *Authorized Signature:* _____

FIRE DISTRICT REVIEW

Fire Review Required? ☐ Yes ☐ No

Date Received: _____ *Water Supply Satisfied:* _____

OFFICIAL REVIEW PROCESS

Approved / Denied *Authorized Zoning Signature:* _____

Approved / Denied *Authorized Assessor Signature:* _____

Date Submitted to County: _____ *# of Splits Allowed* _____ *# of Splits Remaining* _____

Conditions of approval / reason for denial:

_____

_____

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APPLICATION UPDATED MAY 2025

Saugatuck Township

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AGENCY CONTACTS

Township Planning & Zoning Administrator: Lynee Wells
(269) 857-7721 x 106 | lwells@saugatucktownshipmi.gov

Township Assessor: Kelly Jellison
(269) 857-7721 x 107 | kelly@assessingsolutions.com

Saugatuck Township Fire District: Chris Bernhardy
(269) 857-3000 | cbernhardy@saugatuckfire.org

APPLICANT INFORMATION

Business Name: _____

Contact Name: _____

Address: _____

_____
City *State* *Zip Code*

Email: _____ **Phone:** _____

OWNER INFORMATION

Provide the full legal names of all individuals listed on the property deed. Information must be included for every fee interest owner. If the property is under a land contract, include details for both the vendor and vendee. Attach additional sheets if necessary.

Owner Name: _____

Mailing Address: _____

_____
City *State* *Zip Code*

Email: _____ **Phone:** _____

CURRENT PARCEL INFORMATION

Location of Parent Parcel or Tract to be divided:

Parent Parcel Number: **0320** - _____ - _____ - _____ **(List all parcels if Parent Tract)**

Address: _____ Road Name: _____

Legal Description of Parent Parcel: (Attach extra sheets if needed)

_____

_____

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DIVISION PROPOSAL

Proposal: Describe the division(s) being proposed.

_____

_____

_____

Number of New Parcels: _____

Note: If two or more new parcels are created, along with the remaining parent parcel, Saugatuck Township Fire District (STFD) review and approval are required before Zoning and Assessing reviews can take place.

Intended Use: (e.g., residential, commercial, etc.)_____

Current Zoning: (Specify parcel or tract zoning)_____

Legal Description and Map for Each New Parcel: (Attach extra sheets if needed)

_____

_____

_____

Existing Improvements: Describe any current improvements on the Parent Parcel (e.g., buildings, wells, septic systems) or indicate "None." (Attach additional sheets if needed.)

_____

_____

Parcel Access: The division of the parcel provides access to an existing public road by: (Check one)

- ☐ Existing public road: (Name) _____
- ☐ New public road: (Name)_____
- ☐ Existing private driveway easement or road: (Name) _____
- ☐ New driveway easement or private road: (Proposed Name) _____
- ☐ Private road/shared driveway (Requires approval from Township and Fire District)

FUTURE DIVISIONS

Number of future divisions allowed but not included in this application: _____

Number of divisions being transferred from the Parent Parcel to another: _____

Identify the other parcel:

_____

(See Section 109(2) of the Act. Make sure your deed includes both statements as required in Section 109(3) & 109(4) of the Act.)

If a roadway maintenance agreement is required, a copy of that agreement is required.

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DEVELOPMENT SITE LIMITATIONS

Indicate if any of the following conditions exist on the parcel:

- ☐ Critical Dunes Area
- ☐ River or lake property
- ☐ Wetland
- ☐ High-Risk Erosion Area
- ☐ Beach
- ☐ Floodplain
- ☐ Slopes more than 25% or steeper
- ☐ Muck soils or limitations for septic systems
- ☐ Abandoned well, underground storage tanks, or contaminated soils

ATTACHMENTS

All required attachments MUST be submitted for the application to be considered complete:

- ☐ **Application fee of $ _____**
- ☐ **Proof of ownership or land contract vendee interest**
- ☐ **Soil and water evaluation from Allegan County Health Dept. if division is less than 1 acre**
- ☐ **Survey of Parent Parcel and proposed divisions, sealed by a professional surveyor at a scale of no greater than 500 feet per inch, showing:**
  1. Boundaries as of March 31, 1997
  2. All divisions made after March 31, 1997 (Indicate dates or "None")
  3. Proposed divisions (3 or more splits require review by Saugatuck Township Fire Department per IFC 507)
  4. Dimensions of proposed divisions
  5. Existing and proposed road/easement rights-of-way
  6. Easements for public utilities from each parcel to existing public facilities
  7. Drainage courses within 50 feet of proposed parcels and stormwater drainage method
  8. Existing improvements (buildings, wells, septic, driveways, etc.) with dimensions
  9. All setbacks (front, rear, side) for each proposed parcel
- ☐ **Approval/permit from Allegan County Road Commission or MDOT for any new road, easement, or driveway (if applicable)**
- ☐ **Copy of any transferred division rights (Section 109(4) of the Act) for the Parent Parcel**
- ☐ **Legal description of any existing and proposed deed restrictions**
- ☐ **Copy of tax certificate from Allegan County Treasurer**
- ☐ **Approval letter from Saugatuck Township Fire District (for creating three or more new parcels)**
- ☐ **Approval from Township Engineer/Zoning Administrator for any new shared driveway or private road**
- ☐ **Other (please list):**

_____

_____

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AFFIDAVIT AND INSPECTION PERMISSION

☐ I affirm that the statements provided are true. If found otherwise, this application and any related approvals will be void. I agree to comply with all conditions and regulations for this Parent Parcel division.

☐ I authorize officials from the Township, County, and State of Michigan to enter the proposed parcel division property for inspection purposes to verify application details, at a time mutually agreed upon with the applicant.

☐ I understand that this approval pertains only to the parcel division and conveys limited rights under the Land Division Ordinance and the Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended by P.A. 591 of 1996, MCL 560.101 et seq). It does not imply rights under other statutes, building codes, zoning ordinances, deed restrictions, or property rights.

☐ I acknowledge that if local ordinances or state laws change, any approved divisions must comply with the new requirements unless deeds, land contracts, leases, or surveys reflecting the approved divisions are recorded with the Register of Deeds, or if development begins before such changes take effect.

☐ I understand that approval of this division does not guarantee future building permit approval.

☐ If this division is approved, I agree to record the necessary document(s) with the County Register of Deeds and file them with the Township within 90 days of approval. Failure to do so will void the approval.

Property Owner Signature *Date*

Property Owner Signature *Date*

Applicant Signature *Date*

Applicant Signature *Date*

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