

RETURN FOUR COPIES: PLEASE PRINT OR TYPE

Name of Applicant

Address

City and State

Zip Code

E-Mail Address

Type of Split

Acreage ☐ Lot ☐

Zoning of property: _____

Phone No.

(I), (WE), do hereby apply to divide lot/parcel(s) _____

(All Parcel Identification Number(s))

Reason for requested lot split or division _____

Has the Applicant provided four (4) copies of an 8 ½” x 14” (legal size) drawing and legal descriptions of the requested split(s) prepared by a registered land surveyor or professional engineer to scale (not less than 1’ = 100’) which comply with the following: Drawings shall **show all property irons, monuments, existing structures, roadways, bodies of water, floodplains, and easements on the parcels which are within fifty (50) feet of the boundary lines** of the parcel to be split. Distances from existing structures to proposed parcel lines shall be shown. Survey shall **include accurate legal descriptions of the existing and proposed parcels** and the **legal descriptions shall show the number of acres to the 100th and small parcels (less than one acre) shall show square footage amounts.** YES ☐ NO ☐

Has this parcel or lot been previously requested for a split? YES ☐ NO ☐

If yes, when and what action was taken? _____

Is a copy of paid current year’s tax statement attached? YES ☐ NO ☐

Complete name and address of party to whom the new tax bill is to be sent: _____

Will a transfer of ownership occur in conjunction with this division? YES ☐ NO ☐

If yes, please state the name and mailing address of the purchaser. _____

NOTICE: Every party having any ownership interest in the above-described property must sign this application. Failure to comply will negate this application.

Legal Signature: _____

Printed Name: _____

Legal Signature: _____

Printed Name: _____

Legal Signature: _____

Printed Name: _____

Legal Signature: _____

Printed Name: _____

If there are additional parties with ownership interest, they must attach a Supplemental Signature Page

DO NOT WRITE BELOW THIS LINE

Date completed application received in Assessing Department with fee paid: _____

Action taken by Lot Split Review Board APPROVED ☐ DENIED ☐ TABLED ☐ DATE _____

ACREAGE PARCEL SPLITS

If split is denied or creates a private roadway, referred to Township Board via written request to Clerk (date): _____

Action by Township Board----- APPROVED ☐ DENIED ☐ DATE _____

Acreage Split Fees – Effective Date August 4, 1989

First Split (two resultant lots).....

\$75.00

Additional resultant lots (each).....

\$25.00

Recording fee if split is approved.....

\$200.00

PLATTED LOT SPLITS

If split is denied by Lot Split Review Board, referred to Township Board via written request to Clerk (date): _____

Action by Township Board----- APPROVED ☐ DENIED ☐ DATE _____

Lot Split Fees – Effective Date August 1, 1989

First Split (two resultant lots).....

\$50.00

Additional resultant lots (each).....

\$25.00

Recording fee if split is approved.....

\$200.00

Fee Paid: _____

Received by: _____

APPROVED:

Township Assessing

Township Engineer

Township Planning

Date

Date

Date

ON APPEAL:

Township Board.....APPROVED ☐ DENIED ☐ Date: _____

Submitted to Equalization Department.....Date: _____

(rev. 03/14/2024)