



# LAND DIVISION APPLICATION

*Approval of a division is required before a proposed parcel may be sold.*

Please Print or Type

Property Owner's Name(s)	
Mailing Address	Parcel #
City, State, Zip Code	Phone #

<p>Please indicate the current size in acres of the parcel to be divided: _____</p> <p>Have there been any divisions involving this parcel since March 31, 1997?      YES      NO</p> <p>If so, when and how many times?</p> <hr/> <p>Are there any structures located on this parcel?      YES      NO</p> <p>Number of unused divisions for the existing parcel? _____</p> <p>Are there any unused division rights being transferred to any of the new parcels?      YES      NO</p> <p>If so, please indicate the number being transferred and to which parcel(s):</p> <p>Number of Splits _____ Parcel(s) _____</p> <p>Current zoning of the parcel?</p>	<p><b>A completed Land Division Application shall include the following items:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> This form completed in full and signed.</li> <li><input type="checkbox"/> Proof of ownership</li> <li><input type="checkbox"/> A survey and legal description of each proposed parcel, including a survey and legal description for the parent parcel if it remains in any residual form or size</li> <li><input type="checkbox"/> A site plan showing all existing and proposed parcels, in scale including any existing structures, improvements, and easements. All parcels must conform to the Land Division Act, Village of Paw Paw zoning code, and must have approved road access for ingress and egress.</li> <li><input type="checkbox"/> The Affidavit signed and notarized</li> <li><input type="checkbox"/> Legal description of the parent parcel</li> <li><input type="checkbox"/> Land Division Tax Certification form completed by the County Treasurer</li> <li><input type="checkbox"/> Required application fee submitted (\$175 + \$50 per lot to be created).</li> </ul>
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By signing below, the owner certifies that the information contained herein is accurate.

\_\_\_\_\_/\_\_\_\_\_  
**Owner(s)** **Date**

**LAND DIVISION / LOT SPLIT  
AFFIDAVIT**

I/We (Print or Type) \_\_\_\_\_ agree that the statements made in the parcel division application for existing parcel number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ are fully truthful and accurate.

I/We agree to comply with the conditions and regulations contained in, and provided by, the Michigan Land Division Act and the requirements of this application.

I/We agree to give permission for a representative of the Village of Paw Paw, Van Buren County, and/or the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify the information provided in the application is correct.

I/We understand that any necessary or required easements are the fully the responsibility of the property owner to acquire.

I/We understand that zoning, local ordinances, and State Acts change from time to time, and if changed, development on an approved division shall comply with applicable local ordinances and codes (including zoning), and State Acts in effect at the time of the proposed development.

I/We understand that the approval of any division by the Village of Paw Paw does not guarantee the ability to obtain permits necessary for the construction of a structure, and the Village is not liable or responsible if such property fails to obtain a permit of any nature, including those related to on-site well and septic systems. Further, it is the sole responsibility of the landowner to satisfy the requirements of any application for zoning, building, ingress/egress, on-site well, and on-site septic systems. The Village of Paw Paw is in no manner liable for the denial of any application once the division has been approved.

I/We attest that each new parcel will have frontage on an existing or new public road, will have access to a private road that leads to a public road, or that there will be access by a recorded easement.

I/We attest that each new parcel will be buildable unless specifically declared to be "not buildable."

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF MICHIGAN        }  
  } ss  
VAN BUREN COUNTY        }

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me, a Notary Public in and for the said county, personally appeared \_\_\_\_\_ known to me personally or provided personal identification and executed the above instrument for the purposes stated therein.

\_\_\_\_\_  
Notary Public, Van Buren County, State of Michigan

My Commission Expires: \_\_\_\_\_

**All Applicants Please Note:** The Village of Paw Paw’s approval is not the last step in the land division process. Should the application be reviewed and found complete by the Village, we will notify Van Buren County Land Management of the approval.

Once you have received notification that the division has been approved, you should contact the Van Buren County Register of Deeds Office to have the division recorded. Be advised that the Register of Deeds may require additional information than what the Village requires and may have additional fees.

Van Buren County Land Management:  
Administration & Land Services Building, 3rd Floor  
219 Paw Paw Street, Suite 302  
Paw Paw, MI 49079  
(269) 657-8243

Van Buren County Register of Deeds:  
Administration & Land Services Building, First Floor  
219 E. Paw Paw Street, Suite 102  
Paw Paw, MI 49079  
(269) 657-8242

To be completed by Village of Paw Paw:

Date All Items Received:	Application Fee:	VILLAGE OF PAW PAW
<input type="checkbox"/> Approved <input type="checkbox"/> Denied    Date:		
Zoning Administrator Signature:		