



APPLICATION FOR LAND DIVISION (SPLIT) AND / OR COMBINATION

Applicant information:

Name: _____ Date: _____

Address: _____

Phone Number: _____ Fax Number: _____

Owner(s) information (if different than applicant):

Name: _____ Date: _____

Address: _____

Phone Number: _____ Fax Number: _____

Name: _____ Date: _____

Address: _____

Phone Number: _____ Fax Number: _____

Parcel(s) to be split:

Number of parcels to be divided: _____

Parcel Number(s) _____

Address(s) _____

Legal Description(s): (Describe or Attach) _____

Parcel(s) to be combined:

Number of parcels to be combined: _____

Parcel Number(s): _____

Address(s): _____

Legal Description(s): (Describe or Attach) _____

New Parcel(s) Requirements:

- All parcels for a combination must have identical owner information, be in the same school district, and be contiguous.
- You must attach a legal survey or new property description for all new parcel(s) configurations.
- Attach a scale drawing for the proposed division(s) of the existing parcel(s) showing current boundaries, all previous divisions and date(s) made, any proposed division(s) and dimensions thereof, existing and proposed road/easement right-of-way(s), easements for public utilities from each parcel that is a development site, any existing improvements (building, well, septic system, driveway, etc.), and any development site limits (waterfrontage, flood zone, muck soil, etc.)
- Must meet the minimum lot size requirements of the City of Buchanan Zoning Ordinance.
- Must meet depth to width ratio requirements of the MCL Land Division Act, PA 288 of 1967.
- List intended use (residential, commercial, etc.): _____.

302 Redbud Trail North • Buchanan, Michigan 49107

Tel: (269) 695-3844 • Fax: (269) 695-4330

www.cityofbuchanan.com

Process: Please fill out the application in its entirety and return to the City of Buchanan Zoning Administrator for approval along with the following:

- All the property owners of the parcels(s) involved in a combination, split, and or spit/comb **must** sign the Application for Land Division.
- Splitting Properties: A check payable to Berrien County GIS in the amount of \$100.00 if you are splitting property. This fee covers all splits desired at the time of your request. If decide to split your property again at a later date, a separate approval and check will be required.
- Combining Properties: A check payable to Berrien County GIS in the amount of \$35.00 if you are combining two or more existing parcels. Please note that all parcels must have identical taxpayer information, be in the same school district, and be contiguous. If you decide to combine additional properties at a later date, another approval and check will be required.
- Splitting & Combining Properties: A check payable to Berrien County GIS in the amount of \$100.00 if you are splitting and combining your properties. This fee covers all splits & combinations listed at the time of your request. If you decide to split and combine your properties again at a later date, a separate approval and check will be required.

Please drop off or mail your approved application with all the required information and check to the Berrien County GIS Mapping Department, 701 Main Street, St. Joseph MI 49085.

New property numbers will be assigned and become active on January 1st of the following tax year.

Acknowledgment:

The undersigned acknowledges that any approval of the within application is not a determination that the resulting parcels comply with other applicable ordinances, rules or regulations which may control the use or development of the parcels. It is also understood that ordinances, laws and regulations are subject to change and that any approved parcel division and/or combination is subject to such changes that may occur before the recording of the division and/or combination or the development of the parcels. **I also understand that it is my responsibility to take this document to the Berrien County GIS & Land Description Office located at 701 Main St, St Joseph, MI 49085 and pay any fees as required by the County to complete this land division and/or combination if I do not choose to follow the steps above. Go to <http://berriencounty.org/gis/landdescription> or call (269) 983-7111 Ext. 8300 for further information.**

Applicant Signature(s): _____ **Date:** _____
: _____ **Date:** _____

Property Owner Signature(s): _____ **Date:** _____
: _____ **Date:** _____

Zoning Administrator Approval: _____ **Date:** _____

Assessor Office Approval: _____ **Date:** _____