



**BROOKS TOWNSHIP LAND DIVISION/BOUNDARY LINE ADJUSTMENT APPLICATION/PERMIT**

<b>Address/Location of Subject Property (1):</b>			
<b>Parcel # of Subject Property (1):</b>			
<b>Address/Location of Subject Property (2):</b>			
<b>Parcel # of Subject Property (2):</b>			
<b>Current Zoning</b>		<b>Use of Parcels</b>	
<b>Applicant Information</b>			
<b>Name:</b>		<b>Organization:</b>	
<b>Address:</b>		<b>City/State/Zip:</b>	
<b>Phone:</b>	<b>Email:</b>	<b>Fax:</b>	
I hereby attest that all information on this application is, to the best of my knowledge, true and accurate and I have the authority to request this land division.			
<b>Signature:</b>		<b>Date:</b>	
Applicant is the <input type="checkbox"/> Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Optionee <input type="checkbox"/> Contractor/Architect/Agent			
<b>If the applicant is not the owner of the property, complete the following</b>			
<b>Owner's Name:</b>		<b>Address:</b>	
<b>City/State/Zip:</b>		<b>Signature:</b>	
<b>Phone:</b>	<b>Email:</b>	<b>Fax:</b>	
The owner's signature constitutes permission on the part of the owner to submit this application. Not required if the applicant has a signed option or purchase agreement or other legal interest.			
<b>Required Exhibits (Attach)</b>			
<b>Exhibit #1</b>	Legal description of property to be divided, including existing easements & covenants of parent parcel.		
<b>Exhibit #2</b>	Drawn survey and legal description for all parcels to be created defined on drawn survey		
<b>Exhibit #3</b>	All new lot frontages and lot areas, conforming measurements defined on drawn survey		
<b>Exhibit #4</b>	Existing structure setbacks including all remnants, adjacent structures, wells and septic areas within 100 feet of any proposed property line defined on the drawn survey		
<b>Exhibit #5</b>	Information regarding any existing floodplain or wetland areas, defined on the drawn survey.		
<b>Exhibit #6</b>	Map of Parent Parcel – Aerial view of parcel & surrounding parcels		
<b>Exhibit #7</b>	Copy of deed for remnant non- conforming split being combined with new parcel ( If applicable)		
<b>Exhibit #8</b>	County Road Commission Permit for drive access to public road (if applicable).		
<b>Exhibit #9</b>	Copies of easements, restrictive covenants, or other attachments to the land. (Lien, Mortgage, Land Contract, etc.)		
<b>TO BE COMPLETED BY TOWNSHIP</b>			
<b>Date Accepted:</b>		<b>Accepted by:</b>	
<b>Exhibits:</b>		<b>Fee Paid \$</b>	
<b>Frontage on Lake or River?    __Y__ N</b>	<b>Any portion in flood Plain?    __Y__ N</b>	<b>Any portion in wetlands?    __Y__ N</b>	<b>Is Property currently in PA 116?    __Y__ N</b>
<b>Approved _____</b>	<b>Approved w/Conditions (attached)    __Y__ N</b>	<b>Denied _____</b>	
<b>Signature &amp; Date Zoning Administrator:</b>			
<b>Signature &amp; Date Supervisor:</b>			

Note: Approval necessary before recording, or legal action will result. Void if not recorded within 90 days of the approval date.



**Jason O'Connell**  
County of Newaygo  
Office of the Treasurer  
P.O. Box 885, White Cloud, MI 49349  
Phone: 231.689.7230

### Land Division Tax Payment Certification Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner City, State, Zip: \_\_\_\_\_

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

Property City, State, Zip: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

**Certification Fee \$5.00**

Please attach a legal description of the parent parcel/parcels to be divided/combined.

\*Splits and Combinations are only processed June - December each year.

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**CERTIFICATION – Proof of local tax payment or verification from Treasurer–**

**CERTIFICATION DENIED**

The Newaygo County Treasurer's Office has found delinquent taxes on the parcel listed above and cannot issue a certification of tax payment.

Delinquent Taxes Owed: \_\_\_\_\_

**CERTIFICATION APPROVED**

Pursuant to PA 23, the Newaygo County Treasurer's Office certifies that all property taxes and special assessments due on the above parcel subject to the proposed division for the five years preceding the date of the application have been paid. This certification includes taxes, if any, now in the process of collection by the City, Village or Township Treasurer. This does not cover taxes during March Settlement by Cities, Village, or Townships. A Certification Fee of \$5.00 is due and payable to Newaygo County Treasurer, P.O. Box 885., White Cloud, MI 49349.

Certified by: \_\_\_\_\_ Date Certified: \_\_\_\_\_