



BROOKS TOWNSHIP LAND DIVISION/BOUNDARY LINE ADJUSTMENT APPLICATION/PERMIT

Address/Location of Subject Property (1):			
Parcel # of Subject Property (1):			
Address/Location of Subject Property (2):			
Parcel # of Subject Property (2):			
Current Zoning		Use of Parcels	
Applicant Information			
Name:		Organization:	
Address:		City/State/Zip:	
Phone:	Email:	Fax:	
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.			
Signature:		Date:	
Applicant is the <input type="checkbox"/> Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Optionee <input type="checkbox"/> Contractor/Architect/Agent			
If the applicant is not the owner of the property, complete the following			
Owner's Name:		Address:	
City/State/Zip:		Signature:	
Phone:	Email:	Fax:	
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.			
Required Exhibits (Attach)			
Exhibit #1	Legal description of property to be divided, including existing easements & covenants of parent parcel.		
Exhibit #2	Drawn survey and legal description for all parcels to be created defined on drawn survey		
Exhibit #3	All new lot frontages and lot areas, conforming measurements defined on drawn survey		
Exhibit #4	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		
Exhibit #5	Information regarding any existing floodplain or wetland areas, defined on the drawn survey.		
Exhibit #6	Map of Parent Parcel – Aerial view of parcel & surrounding parcels		
Exhibit #7	Copy of deed for remnant non- conforming split being combined with new parcel (If applicable)		
Exhibit #8	County Road Commission Permit for drive access to public road (if applicable).		
Exhibit #9	Copy of Newaygo County Land Tax Payment Certification for each parcel involved		
Exhibit #10	Copies of easements, restrictive covenants, or other attachments to the land. (Lien, Mortgage, Land Contract, etc.)		
TO BE COMPLETED BY TOWNSHIP			
Date Accepted:		Accepted by:	
Exhibits:		Fee Paid \$	
Frontage on Lake or River? <input type="checkbox"/> Y <input type="checkbox"/> N	Any portion in flood Plain? <input type="checkbox"/> Y <input type="checkbox"/> N	Any portion in wetlands? <input type="checkbox"/> Y <input type="checkbox"/> N	Is Property currently in PA 116? <input type="checkbox"/> Y <input type="checkbox"/> N
Approved _____	Approved w/Conditions (attached) <input type="checkbox"/> Y <input type="checkbox"/> N	Denied _____	
Signature & Date Zoning Administrator:			
Signature & Date Supervisor:			
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.

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: _____