Otto Township Land Division Application Required Attachments

❏ A map, drawn to scale, of the proposed change to the parent parcel. The map must be drawn by a Registered Land Surveyor (inches to feet; engineers scale only) and must

include the following items:

• Current boundaries (as of 03/31/97)

• All previous divisions made after 03/31/97 (include date of divisions)

• The proposed division(s), combination(s) or boundary line adjustment

• Dimensions of proposed division(s), combination(s) or boundary line adjustment

• Existing and proposed road/easement right-of-way

• Easements for public utilities from each parcel to existing public utility and facilities

• Any existing improvements (building, well, septic system, driveways, etc.)

• Location of approved septic system and well (for parcels under one acre)

• Legal descriptions of parent parcel, each proposed new parcel, and proposed new

road or easement

❏ Proof of ownership (a copy of the title holder’s recorded deed)

❏ Indication of approval from the Oceana County Road Commission, Michigan

Department of Transportation, or the Otto Township Zoning Administrator, for each

proposed new road or easement, if applicable

❏ A copy of any reserved division rights (Sec. 109(4) of the Act) in the parent parcel

❏ Tax Certification from Oceana County Treasurer (Pursuant to House Bill 4055).

*Proration of taxes is the responsibility of the parcel owner.*

❏ $75 application fee

❏ Any other information that may be required by the Township Assessor and/or the Zoning Administrator