



LAND DIVISION APPLICATION CHECKLIST

THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED PRIOR TO PROCESSING A REQUEST FOR DIVISION OF LAND IN THE TOWNSHIP.

- COMPLETE THE LAND DIVISION APPLICATION - INDICATE BY PARCEL NUMBER THE PROPERTY BEING SPLIT. ALSO, A LETTER AUTHORIZING THE TOWNSHIP TO PERFORM THE DIVISION MUST BE SUBMITTED BY THE PROPERTY OWNER(S). **(YOU MAY USE THE FORM LETTER ATTACHED IS ATTACHED, IF YOU WISH.)** Signatures must be notarized.
- TOWNSHIP FEES:
\$150.00 FOR LAND DIVISION
- A COPY OF THE DEED FOR PROPERTY BEING DIVIDED.
- SUBMIT A LEGAL SURVEY WITH SURVEYORS SEAL SHOWING THE NUMBER OF PARCELS SPLIT FROM MAIN PARCEL WITH DETAILED DESCRIPTION OF ALL PARCELS BEING DIVIDED OR COMBINED, INCLUDING THE REMAINING PARCEL. ANY STRUCTURES ON THE PROPERTY MUST BE INDICATED ON THE SURVEY. (4 copies are required)
- ALSO, IF POSSIBLE, PLEASE SUBMIT SURVEY DRAWINGS ON COMPUTER DISC A CAD FILE OR .PDF FORMAT.
- RETURN FORM L-4260a - THE TRANSFER OF DIVISION RIGHTS.

NOTE: It is your responsibility to ensure that the township has all information necessary to review your division request.

PLEASE DELIVER OR MAIL (ALONG WITH PAYMENT) TO:

CHARTER TOWNSHIP OF BROWNSTOWN
ATTENTION: SUPERVISOR'S OFFICE
21313 TELEGRAPH ROAD
BROWNSTOWN, MICHIGAN 48183

Forms are also available online at www.brownstown-mi.org
Click [Site Map](#). Go to [Departments](#) – [Supervisor](#) – [Forms](#) (fill-in capabilities)

Questions?
Contact angie@brownstown-mi.org
or call (734) 675-0071