

**Butler Township  
Quincy, MI 49082**

**MEMO**

TO: Land Split Requestee

FROM: Butler Township Board

DATE: December 2016

RE: Land Split Application Directions

The attached application needs to be completed by you, the applicant. We need the following items completed in order to review your request for a land split. If all of the following requirements are not met the application will be returned to you for further information, which will delay your request.

1. Complete the portion of the application that states "Request by Owner":
  - Name, address, phone number of current owner
  - Name, address, phone number of buyer
  - Parent parcel code number (available from a prior tax statement & begins with 040-)
2. Provide the following supporting documents:
  - a. Provide a sketch of the existing property with all property lines clearly marked with the proper dimensions. (sketches should be legible)
  - b. Provide a sketch of the area to be split off. If this can be clearly accomplished as part of the first sketch then it may be included with the first drawing. If not then be sure the drawing is clearly marked so that it may be determined which portion of the original parcel is being split out. Again, please be sure all dimensions of the proposed split are clearly marked.
  - c. A complete legal description of the parent parcel needs to be submitted.
  - d. A complete legal description of the proposed split and the remaining parent parcel needs to be submitted.
  - e. If doing multiple splits then one form and attachments needs to be completed for each requested split.
  - f. Submit a check payable to Butler Township for \$50 per split
  - g. Send the original application, drawings, descriptions and check to James Webb, 139 Western Ave, Coldwater, MI 49036.
3. Step 1 and Step 2 will be completed by the township. If you have any questions regarding the application or its requirements contact James Webb at 517-639-9065 ext 20 and leave a voice mail or Erica Ewers at 517-639-9074.