Butler Township
Quincy, MI 49082

MEMO

TO: Land Split Requestee
FROM: Butler Township Board
DATE: October 16, 2025
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. Per Public Act 23 of 2019, in order to apply for a land split, the landowner must provide a County Treasurer's tax certification verifying the taxes have been paid for the past 5 years. Effective September 30, 2019 the Treasurer's office will charge $5 for this certification. The County Treasurer's office is located within the Courthouse at 31 Division St. Coldwater, MI.

2. Please verify whether the parent parcel is in PA116. If it is, you will need to complete the necessary steps to get permission to proceed with this split from the Farmland & Open Space Preservation Unit of the Michigan Department of Agricultural. They may be reached at 517-284-5663.

3. Proof of Release from Mortgage Company, if applicable.

4. Is the property enrolled in PA260, aka Qualified Agricultural Property Shall Remain Qualified Agricultural Property? If so, is the property going to remain Ag or is the use changing? Contact Assessor on how to proceed.

5. Complete the portion of the application that states "Request by Owner":
   - Name, address, phone number of current owners; Name, address, phone number of buyers
   - Parent parcel code number (available from a prior tax statement & begins with 040-)

6. 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 <u>parent parcel</u> needs to be submitted.

   d. A complete legal description of the <u>proposed split</u> and the <u>remaining parent parcel</u> needs to be submitted.

7. If doing multiple splits then one form and attachments need to be completed for each requested split.

8. Submit a check payable to Butler Township for $50 per split

9. Send the tax certification, proof of mortgage release, PA116 documents (if applicable), application, drawings, descriptions and check to John Dean VanDyke, Zoning Administrator, 268 Willowbrook Rd Coldwater, MI 49036

10. Step 1 and Step 2 will be completed by the township. If you have any questions regarding the application or its requirements, contact John Dean VanDyke at 517-414-6656 or Erica Ewers at 517-639-9074.