



**Waterloo Township | Jackson County, MI**  
 Location and Mailing Address:  
 9773 Mt. Hope Road, Munith, MI 49259  
 Office: 517-596-8200 | Fax: 517-596-8600

## APPROVAL OF BOUNDARY LINE ADJUSTMENT APPLICATION

Applicant **MUST** answer all questions and include all required attachments, or this application will be returned to the applicant as incomplete. Hand deliver or postal mail the application to the Waterloo Township Assessor's Office at the address listed above.

Current Parcel (A)# _____
Current Parcel (B)# _____
New Parcel (A)# _____
New Parcel (B)# _____
<i>This section to be completed by the Township.</i>

Date of Application:	Application fee (see Waterloo Township Fee Schedule):

PLEASE PRINT

**APPLICANT INFORMATION** (if not the property owner)

Name:		
Address:		
City:	State:	Zip Code:
Phone:	Other Phone:	
Email:		

**PROPERTY OWNER INFORMATION #1** (if not the applicant):

Contact Name:		
Address:		
City:	State:	Zip Code:
Phone:	Other Phone:	
Email:		

**PROPERTY OWNER #2 INFORMATION** (if not the applicant):

Contact Name:		
Address:		
City:	State:	Zip Code:
Phone:	Other Phone:	
Email:		

**LOCATION of PARCEL #1 (PROPERTY OWNER):**

Street number:	Road Name:
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**Parcel Number for Parcel #1:**

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**LOCATION PARCEL #2 (ADJACENT PROPERTY OWNER):**

Street number:	Road Name:
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**Parcel Number for Parcel #2:**

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**Additional information required to be included with application**  
(to the extent applicable to the proposed boundary line adjustment)

- A. An adequate and accurate legal description of each parcel proposed to result from the boundary line adjustment.
- B. A survey, drawn to an identified scale, showing all of the following with respect to each parcel proposed to result from the boundary line adjustment:
  1. Dimensions (in feet) of all lot lines.
  2. Area (in square feet or acreage, as most applicable).
  3. Parcel boundary lines.
  4. Accessibility (an area where an existing easement or a driveway will provide vehicular access to an existing road or street, meeting all applicable location standards of the Jackson County Department of Transportation or the Michigan Department of Transportation, as applicable).
  5. The location of all existing buildings and structures, and the distances (in feet) from the buildings/structures to all proposed parcel boundary lines. NOTE: this applies to wells and septic systems, as well as buildings and other structures.
  6. A certificate from the Jackson County Treasurer showing that all taxes due and payable upon the property have been paid in full.

**Note: the filing of this application constitutes permission for the Waterloo Township Office of Zoning Administration and office of assessing to enter the subject property without prior notice for purposes of inspection to verify the information on this application.**

**AFFIDAVIT** and permission for municipal, county, and state officials to enter the property for inspection:

I understand that I must be present at the Waterloo Township Board meeting on the date when the Board reviews and makes a decision regarding this application. I understand I can review upcoming Board meeting agendas at the Township website at: [www.waterlootwpmi.gov](http://www.waterlootwpmi.gov). I understand that if I am not able to attend the Board meeting when my application is to be reviewed by the Board, the Board may deny my application. I understand I will be notified of the Board's decision regarding my application by the Waterloo Township's Clerk Office. I also understand Board decisions are posted as draft meeting minutes within eight (8) business days after the Board meeting on the Township website. Finally, I understand that failure on my part, the Applicant, to record the deeds associated with this boundary adjustment with the Jackson County Register of Deeds within 90 days of Township Board approval, will invalidate this boundary adjustment.

Signature of Property Owner #1:	Date:

Signature of Property Owner #2:	Date:

**DO NOT WRITE BELOW THIS LINE – TOWNSHIP USE ONLY**

A.  **APPROVED.** The application is approved, as the township has determined all of the following requirements have been met:

1. The applicant has filed a complete application pursuant to the applicable requirements of Section 5 of the Waterloo Township Land Division/Combination and Parcel Lot/Boundary Adjustment Ordinance (Ord. #13-4-17-01).
2. The proposed boundary line adjustment will not violate any provision of the Michigan Land Division Act (Act 288 of 1967).
3. The proposed boundary line adjustment will not cause any existing parcel that is a conforming lot under the Waterloo Township Zoning Ordinance to become a nonconforming lot as outlined in that ordinance and will not cause any existing nonconforming issues under that ordinance to become further nonconforming.

B.  **DENIED.** The application is denied because the application does not meet one or more of the requirements specified above for approval (indicate as applicable items A., 1-3).

Land Division Committee Signatures and Dates:

Assessor: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Commission Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**BOARD ACTION**

**Approved. Comments:**

**Denied. Comments:**

Board Representative Signature:

Date:

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