

City of South Haven

MEMORANDUM

From The Office Of
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MEMO TO: Potential Land Division or Lot Line Adjustment Landowners

FROM: Douglas A. Brousseau, South Haven City Assessor & Land Division Act Administrator

DATE: August 29, 2006

SUBJECT: Recommended procedures for creating new parcels or lot line adjustments

It is highly recommended that anyone considering dividing their existing land into multiple parcels or adjusting existing lot lines of existing parcels contact the Zoning Administrator (Kathy Staton @ 269-637-0760) and Assessor for an informal meeting to discuss the proposed changes before expending any money. The landowner should bring at least, a "rough sketch" of what they propose to do to at this informal meeting along with the parcel identification number(s) of the involved parcels.

At this informal meeting the following items will typically be covered:

1. Landowner will detail their plans for City official's review and possible suggestions.
2. City officials will counsel landowner as to best way to proceed to accomplish their goal under the Land Division Act.
3. Landowner will be given Land Division Act Application assuming proposed plans are feasible.
4. Procedure and requirements for completing the Land Division Act Application will be reviewed with Landowner.
5. City officials will determine if exception to full survey is applicable.

Douglas A. Brousseau, SRA

