



\*If more than one parcel to be split, attach on a separate sheet a drawing and description of each parcel to be split.

PARENT PARCEL IDENTIFICATION NUMBER: \_\_\_\_\_

**OFFICE USE ONLY**

Today's Date: \_\_\_\_\_  
Check or Money Order: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_  
Fees Collected By: \_\_\_\_\_

**PLANNING & ZONING CONDITIONS/ACTION:**

\_\_\_\_\_ Fee Paid                      \_\_\_\_\_ Survey                      \_\_\_\_\_ FF/SQ/1 to 4

\_\_\_\_\_ Public/Private Road                      \_\_\_\_\_ # of Splits                      \_\_\_\_\_ Zoning

Planning & Zoning Coordinator Signature \_\_\_\_\_ Date: \_\_\_\_\_

**SUPERVISOR'S ACTION:**             Approved     Denied     Variance Required

Variance Conditions:

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**ASSESSOR'S ACTION:**

\_\_\_\_\_ Land Division Act Compliance  
\_\_\_\_\_ Land Division Ordinance Compliance

Assessor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**TAX STATUS:** Tax Year \_\_\_\_\_

Current \_\_\_\_\_ Delinquent \_\_\_\_\_ Verified By: \_\_\_\_\_

Special Assessments:

Current \_\_\_\_\_ Balance \_\_\_\_\_ Verified By: \_\_\_\_\_

**ATTACHMENTS:**

1. Survey w/legal description for current parcel (s) and **EACH** proposed new parcel.
  - Current boundaries (as of March 1997).
  - Existing improvements (i.e. buildings, wells, driveways, ponds, etc. including distances from property lines).
2. A fee of \$100.00 per parcel created, check made payable to: "Richmond Township".
3. Proof of ownership (deed).
4. Proof of paid taxes (if showing delinquent on township records, a receipt from the county must be produced).