



6900 Arthur Street
Coopersville, MI 49404
Telephone: (616) 837-6876 Fax (616) 837-7655

Land Division Application & Property Line Adjustment Zoning Approval Form

Please answer all questions and include all required attachments.

Bring or mail to Polkton Charter Township at the address above.

Land division approval is not required if the new parcel is 40 acres or more or if the division is a property line adjustment, as defined by MCL 560.102 (d) et.seq. However, submission of this form and payment of the applicable fee is nonetheless required for a property line adjustment, so that the Township may conduct a zoning review to determine whether the resulting parcels will comply with all applicable requirements of the Township zoning ordinance.

This form is designed to comply with Sec. 108 and 109 of the Michigan Land Division Act (formerly the subdivision control act P. A. 288 of 1967 as amended particularly by P. A. 591 of 1996 and P. A. 87 of 1997, MCL 560.101 et.seq.)

(Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.)

1. **Address of parent parcel to be split:** _____

Parent Parcel Identification Number: _____

Parent Parcel Legal Description: (Describe or Attach)

2. **Property Owner Information:**

Name: _____

Address: _____

Telephone: _____

3. Proposed Division(s) To Include The Following:

- A. Number of new parcels _____
- B. Intended use (residential, commercial, agriculture)_____
- C. Each proposed parcel has a depth to width ratio of 4 to 1 or ___ to ___ as provided by ordinance.
- D. Each parcel has a width of _____feet. (Not less than required by ordinance)
- E. Each parcel has an area of _____square feet. (Not less than required by ordinance)
- F. The division of each parcel provides access as follows: (check one)
 - ___ Each new division has frontage on an existing public road. Road name: _____
 - ___ A new public road. Proposed road name: _____
 - ___ A new private road. Proposed road name: _____
- G. Describe or attach a legal description of the proposed new road, easement or shared driveway:

- H. Describe or attach a legal description for each **proposed new parcel**: _____

4. Future Divisions being transferred from the parent parcel to another parcel.

Indicate number transferred: _____

(See section 109 (2) of the Statute. Make sure your deed includes both statements as required in 109 (3 & 4) of the Statute.)

5. Development Site Limits (Check all that represent a condition that exists on the parent parcel.)

- ___ Waterfront property (river, lake, pond, etc) ___ Includes wetlands
- ___ Located within flood plain ___ Includes a beach
- ___ Located on muck soil or soils known to have severe limitations for site sewage systems.

6. **Attachments – All the following attachments MUST be included. Identify each attachment as shown.**

- A. A scale drawing for the proposed division (s) of the parent parcel showing:
 - i. Current boundaries (as of March 31, 1997), and
 - ii. All previous divisions made after March 31, 1997 (indicate when made or none), and
 - iii. The proposed division (s), and
 - iv. The dimensions of the proposed division (s), and
 - v. The existing and proposed road easement/right of way (s), and
 - vi. The easements for public utilities from each parcel that is a development site to existing public utility facilities, and
 - vii. Any existing improvements (buildings, wells, septic systems, driveways, etc.), and
 - viii. Any of the features checked in question 5.
- B. Indication of approval, or permit from the Ottawa County Road Commission, Michigan Department of Transportation or the Polkton Township Zoning Administrator, that a proposed easement provides vehicular access to an existing road or street meets applicable location standards.
- C. A copy of any reversed division rights (sec 109 (2) of the Act) in the parent parcel.
- D. A fee of \$50.00 for each new parcel created.

7. **Improvements – Describe any existing improvements (buildings, wells, septic systems, etc., which are on the parent parcel or indicate none).** _____

8. **Acknowledgement-**

The undersigned acknowledges that any approvals of the within application, under the Land Division Act and/or Township Land Division ordinance, is not a determination that the resulting parcels comply with other applicable ordinances, rules or regulations which may control the use or development of the parcels. It is also understood that ordinances, laws and regulations are subject to change and that any approved parcel division is subject to such changes that may occur before the recording of the division or the development of the parcel (s).

Property Owner’s Signature _____ Date _____

For Office Use Only: Reviewers Action: Total Fee \$ _____ Check # _____

Application Completed: Date _____ Denied: Date _____ Approved: Date _____

Signature: _____
 Township Assessor (Land Division Approval)

Signature: _____
 Township Zoning Administrator (Zoning Approval for Property Line Adjustment)

