

# SPARTA TOWNSHIP

160 E. Division St. • Sparta, MI 49345-1330

Phone (616) 887-8863 • Fax (616) 887-3823

## LAND DIVISION APPLICATION

*Approval of a division of land is required before the conveyance of real estate or issuance of building permits for a new parcel or changes in legal descriptions including boundary adjustments. (Approval of any land division or boundary adjustment must comply with all local and county ordinances and regulations.) Approval is contingent on an inspection of the premises by the Assessor. Any late filing will be subject to an additional \$150 fee.*

**Boundary adjustment / Combination: \$150**

**Splits: \$150 + \$100 per additional parcel**

**(\$500 escrow if needed)**

**This application is for:**

- Land Division Creating New Parcels**
- Boundary Adjustment**
- Parcel Combination/Assemblage**
- Other** \_\_\_\_\_

**PARENT PARCEL(S) IDENTIFICATION:**

**41-05-** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Name of Owner(s):** \_\_\_\_\_

**Address** \_\_\_\_\_

**41-05-** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Name of Owner(s):** \_\_\_\_\_

**Address** \_\_\_\_\_

**41-05-** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Name of Owner(s):** \_\_\_\_\_

**Address** \_\_\_\_\_

*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 PA 87 of 1997, MCL 560.101 et.seq.). Format and conditions approved by the Sparta Township Board on February 8,2018.*

\\st2016\Company\Assessor\BLANKFORMS\DeedsSplitMap\Land Divison Application 2018.docx

# SPARTA TOWNSHIP

160 E. Division St. • Sparta, MI 49345-1330

Phone (616) 887-8863 • Fax (616) 887-3823

## LAND DIVISION APPLICATION

***To avoid unnecessary expense, it is recommended that the applicant submit a concept plan.***

Date Concept Approved \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Assessor Initials \_\_\_\_\_

Date Concept Approved \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Zoning Initials \_\_\_\_\_

***The following are required:***

- A survey with all legal descriptions of all proposed parcels or boundary adjustments as well as easements and private roads must be submitted.***
- All property taxes must be paid to date before approval of this application.***

### **PROPOSED DIVISION(S) TO INCLUDE THE FOLLOWING:**

- A. Number of new Parcels \_\_\_\_\_ (include the remainder parcel)
- B. Intended use (residential, commercial, etc.) \_\_\_\_\_
- C. Each proposed parcel, has a depth to width ratio of not more than 4 to 1 as provided by ordinance.
- D. Each parcel has a width of \_\_\_\_\_ (not less than required by ordinance)
- E. Each parcel has an area of \_\_\_\_\_ (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: \_\_\_\_\_

### **DEVELOPMENT SITE LIMITS (Check each which represent a condition which exists on the parent parcel:**

- \_\_\_ Waterfront property (river, lake, pond etc.) \_\_\_ Includes wetlands
- \_\_\_ Is within a flood plain \_\_\_ Includes a beach
- \_\_\_ Is on muck soils or soils known to have severe limitations for on-site sewage system
- \_\_\_ Other limitations \_\_\_\_\_

*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 PA 87 of 1997, MCL 560.101 et.seq.). Format and conditions approved by the Sparta Township Board on February 8,2018.*

\\st2016\Company\Assessor\BLANKFORMS\DeedsSplitMap\Land Divison Application 2018.docx

# SPARTA TOWNSHIP

160 E. Division St. • Sparta, MI 49345-1330

Phone (616) 887-8863 • Fax (616) 887-3823

## LAND DIVISION APPLICATION

**IMPROVEMENTS** - Describe any existing improvements (buildings, well, septic, etc., which are on the parent parcel or indicate none).

---

---

---

---

**Authorization and Acknowledgment**-The undersigned acknowledges that any approval of the within application 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 parcels. Furthermore, the undersigned authorizes the changes in parcel configurations and boundaries as requested in this application.

**Property Owner's Signature** \_\_\_\_\_

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

**Property Co-Owner's Signature** \_\_\_\_\_

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

### **Contact Information:**

Telephone Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

e-mail address \_\_\_\_\_

*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 PA 87 of 1997, MCL 560.101 et.seq.). Format and conditions approved by the Sparta Township Board on February 8,2018.*

\\st2016\Company\Assessor\BLANKFORMS\DeedsSplitMap\Land Divison Application 2018.docx

# SPARTA TOWNSHIP

160 E. Division St. • Sparta, MI 49345-1330  
 Phone (616) 887-8863 • Fax (616) 887-3823

## LAND DIVISION APPLICATION

**FOR OFFICE USE ONLY** - - - - -

Parent Parcel(s) 41-05- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (List additional parcels below)

Date Application Received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Initials \_\_\_\_\_

Total Fee	Check#	Cash	Receipt#
\$		\$	

Zoning Administrator - Initials \_\_\_\_\_

Approved as submitted  Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Denied as submitted  Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Comments \_\_\_\_\_

Township Treasurer - Initials \_\_\_\_\_ (if applicable

Village Treasurer - Initials \_\_\_\_\_)

All property taxes are paid to date  Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Property taxes are unpaid  Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Comments \_\_\_\_\_

Land Division Officer - Initials \_\_\_\_\_

Approved as submitted  Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Denied as submitted  Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Comments \_\_\_\_\_

Important: The reviewer has not been made aware of any private covenants or deed restrictions \_\_\_\_\_.

The reviewer has been made aware of any private covenants or deed restrictions referenced in document number \_\_\_\_\_.

# SPARTA TOWNSHIP

160 E. Division St. • Sparta, MI 49345-1330

Phone (616) 887-8863 • Fax (616) 887-3823

## LAND DIVISION APPLICATION

### Checklist

- Yes No Have you presented a concept plan for preliminary approval?
- Yes No You must allow for an inspection of the premises by the Assessor's Office.
- Yes No All property taxes must be paid to the date of the application as well as the application fee.
- Yes No If the process involves purchasing real estate from an adjoining property owner, do you have a formal written purchase agreement with the seller?
- Yes No A Land Division Tax Payment Certification Form must be certified by the Kent County Treasurer's Office for each parcel cited in the application.
- Yes No If the property is encumbered by a mortgage or other financing, you may need a lien release for the proposed sale of the parcels.
- Yes No If the property is encumbered by a Property Development Rights Agreement, Farmland and Open Space Agreement, or other restrictions, you will need a release prior to the approval of the application.
- Yes No If creating new independent parcels, you may want to apply for a driveway permit from the Kent County Road Commission (or the Village which ever pertains) for tentative approval before the approval of the application.
- Yes No If the construction is to occur on the property, you may need to obtain a septic system approval from the Kent County Health Department or check with the Village regarding sewer and water connections
- Yes No A complete boundary survey by a licensed surveyor showing the size, location, and setback distances of all structures must be submitted with the application.
- Yes No If applicable, have you made formal arrangements for the preparation of legal documents to transfer the real estate at issue with a title company, lawyer, or other professional?

Initials of Owners \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*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 PA 87 of 1997, MCL 560.101 et.seq.). Format and conditions approved by the Sparta Township Board on February 8,2018.*

*\\st2016\Company\Assessor\BLANKFORMS\DeedsSplitMap\Land Divison Application 2018.docx*