

LAND DIVISION APPLICATION

Once all material has been received, a decision will be made within 45 days.

Please answer all questions and include all attachments, or the form will be returned to you.

COURTLAND TOWNSHIP

7450 14 MILE RD

ROCKFORD, MI 49341

Phone: (616) 866-0622

assessor@courtlantwpmi.gov Assessor

cbrown@courtlantwpmi.gov Zoning Administrator

A copy of this approval must be presented to the building authority to obtain a building permit.

All Land Divisions, Boundary Re-alignments, and Combinations:
\$50 Fee payable to Courtland Township

1. PROPERTY OWNER information:

Name: _____ Phone (____) _____

Address: _____

City: _____ State _____ Zip _____

Email: _____

2. LOCATION of parent parcel to be split (if different from above):

PP# 41-07-____-____-____

Address: _____

City: _____ State _____ Zip _____

3. PROPOSAL: Describe the division(s) being proposed:

A. Number of resulting parcels _____

B. Intended use (res, com, ind, etc.) _____

C. The division of the parcel provides access to an existing road by the following:

_____ Frontage on an existing public road

_____ Frontage on an existing private road or frontage on an existing 66' easement

_____ A new public road

_____ A new 66' easement

4. FUTURE DIVISIONS:

A. Total number of resulting parcels that might be allowed even if not included in this application.

_____ B. The number of future divisions being transferred to another parcel.

_____ C. Identify the other parcel _____

5. DEVELOPMENT SITE LIMITS: Answer each question about the parent parcel.

YES/NO

_____ Is it riparian or littoral? (Does it have a river, or is it a lake front lot?)

_____ Does it include a wetland?

_____ Is it within a flood plain?

_____ Does it include slopes more than 25% (a 1:4 pitch) or steeper?

_____ Is it on muck soils or soils known to have severe limitations for on-site sewage systems?

_____ Is it known/suspected to have an abandoned well, underground tank or contaminated soils?

_____ How far is the driveway viewing distance? (Estimate how far can you see **in feet** each direction from the driveway at the road.)

6. ATTACHMENTS: A or B

- ____A. 1. A survey, sealed by a professional surveyor, for proposed division(s) of parent parcel
____B. 2. A map/drawing of proposed division(s) of parent parcel with proposed legal descriptions

*** The survey or map must show:

1. Current boundaries (as of March 31, 1997)
2. All previous divisions made after March 31, 1997
3. The proposed division(s)
4. Dimensions of the proposed division(s)
5. Existing and proposed road/easement right-of-ways
6. Any existing improvements (buildings, wells, etc.)
7. Building setbacks from proposed lot lines.

7. DIVISION RIGHTS 1. A copy of any transferred division rights in the parent parcel

8. CHECK LIST:
1. Road frontage required is 165'
 2. Minimum lot size is 2 acres excluding road right of way
 3. Meets 4:1 depth ratio (165' frontage can only be 660' maximum depth)
 4. Easements must be 66'
 5. Must have a survey for our file when you are ready to record your splits
 6. Zoning/Encroachments/Setbacks of existing bldgs.
 7. Taxes current/Lien on Property? (Kent County Tax Payment Certification form)

Property Owner's signature(s) _____ Date _____

**** This application is good for **120 days** from approval date. ****

Deeds with new legal descriptions must be filed within the 120 days to process the approval. Also, approval of a division is NOT a determination that the resulting parcels comply with other ordinances or regulations.

DO NOT WRITE BELOW THIS LINE. NOT VALID WITHOUT BOTH ZONING/ASSESSING APPROVAL

Zoning Approval: _____ Taxes Paid? _____ Yes _____ No

____APPROVED: Conditions, if any _____

____Denied: Reasons (cite): _____

____Referred to: (Planning comm. etc.) _____

Zoning Administrator's Signature _____ Date _____

Assessing Approval:

____APPROVED: Conditions, if any _____

____Denied: Reasons (cite): _____

____Referred to: (Planning comm. etc.) _____

____Referred to: (Planning comm. etc.) _____

Assessor's Signature _____ Date _____