

Fee: \$70.00
(Plus \$20 per split)

City of Portland

259 Kent Street
Portland MI 48875

Land Division/Boundary Change Application

You **MUST** answer all questions and include all attachments, or this will be returned to you. Bring or mail to City Hall at the above address.

Approval of a Land Division/Combination/Boundary Change is required before it is sold.

A **survey** and **legal description** of the existing and proposed parcels are required. City review and approval is necessary before approval. Upon approval, deeds with the approved legal descriptions must be filed with the Ionia County Register of Deeds.

Approval requires compliance with the Land Division Act (public Act 591 of 1996 of the State of Michigan).

Approval of the division is not a determination that the resulting parcels comply with other ordinances or regulations, including the zoning ordinance.

1. **LOCATION OF PARENT PARCEL or PARCELS** (use additional sheet if needed):

Address: _____

Parcel Number: _____

Legal Description (Describe or Attach): _____

2. **PROPERTY OWNER INFORMATION** (use additional sheet if needed):

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

3. **PROPOSED CHANGE:**

A. Number of new Parcels _____

B. Intended use (residential, commercial, etc.) _____

C. Size of each newly created parcel: (Each new parcel must have depth to width (road frontage) ratio of not more than 4 to 1). Which is required by ordinance.

(Use additional sheet if needed)

D. The change of each parcel provides access as follows: (Check one)

a. _____ Each new parcel has frontage on an existing public road.

Road name: _____

b. _____ A new public road.

Proposed road name: _____

c. _____ A new private road.

Proposed road name: _____

E. Describe or attach a legal description of proposed new road, easement or shared driveway:

F. 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 each which applies to parent parcel)

_____ Waterfront property (river, pond, etc.)

_____ Includes wetlands

_____ Is within a floodplain

_____ Is on muck soils or known to have severe limitations for on-site sewage system

6. **IMPROVEMENTS:**

Describe any existing improvements, which are on the parent parcel(s) or indicate none _____

7. **ATTACHMENTS: ALL THE FOLLOWING MUST BE INCLUDED - Letter each attachment as shown**

A. Survey showing parent parcel and each newly created parcel, with dimensions, and legal descriptions

B. All previous divisions made after March 31, 1997 (indicate when none)

C. Existing and proposed road/easement right-of-way(s)

D. Easements for public utilities from each parcel that is development site to existing public utility facilities

E. Any existing improvements (buildings, driveways, septic system, wells, etc)

F. Any of the site limits checked in question 5

G. Indication of approval, or permit from respective City Street Administrator or County Road Commission, that a proposed easement provides vehicular access to an existing road or street meets applicable location standards

H. A copy of any reserved division rights (sec. 109 (4) of the act) in the parent parcel

I. An application fee of \$70.00 plus \$20.00 per additional split. Make check to the City of Portland.

Acknowledgement

The undersigned acknowledges that any approval of the application is not a determination that the resulting parcels such as zoning, road frontage, lot sizes, easements and septic suitability 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. With my signature I give the city officials the right to enter the property for inspections.

Property Owner's
Signature _____

Date: _____

For office use only

Total Fee\$ _____ Check No. _____

Application received by: _____ Date: _____

Zoning Administrator: _____ Approved ____ _ Not Approved ____

Assessor: _____ Approved ____ _ Not Approved ____

Completed Date: _____ Denial Date: _____

Reason for Denial:
