



**PROFESSIONAL CODE INSPECTIONS  
OF MICHIGAN, INC.**

1575 142nd Avenue  
Dorr, MI 49323  
(616) 877-2000  
(Fax) #(616) 877-4455

PROPERTY SPLIT FORM FOR \_\_\_\_\_  
(name of City, Village or Township)

PERMANENT PARCEL NO. \_\_\_\_\_ LOT NO: \_\_\_\_\_ FEE: \$75.00 per new parcel  
Up to 4- \$50.00 each over 4

ZONING DISTRICT: \_\_\_\_\_ MINIMUM LOT WIDTH REQUIRED AT ROAD: \_\_\_\_\_

WIDTH AT BUILDING LINE \_\_\_\_\_ MINIMUM LAND AREA REQUIRED: \_\_\_\_\_

NAME OF PROPERTY OWNER(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBERS :(day 8-5) \_\_\_\_\_ (evenings) \_\_\_\_\_

Is the property in a *P.A. 116* program? \_\_\_\_\_ OR a *P.A. 260* program ? \_\_\_\_\_ Date of release ? \_\_\_\_\_

TO PROCESS YOUR APPLICATION YOU NEED TO FURNISH THE FOLLOWING: (  INDICATE IF FURNISHED )

- \_\_\_\_\_ 1. A copy of the recorded deed showing that you own the land.
- \_\_\_\_\_ 2. If not the owner, proof that you are the legally appointed agent for the property owner.
- \_\_\_\_\_ 3. Proof that all due and payable taxes and installments of special assessments are paid in full.
- \_\_\_\_\_ 4. Survey map, prepared pursuant to Michigan statutory requirements by a licensed surveyor showing:
  - \_\_\_\_\_ a. the current boundaries (as of March 31, 1997); and
  - \_\_\_\_\_ b. all divisions made after March 31, 1997 (indicate when done or *none*), and;
  - \_\_\_\_\_ c. the proposed division(s) including dimensions and acreage; and
  - \_\_\_\_\_ d. existing and proposed road/easement rights-of-way; and
  - \_\_\_\_\_ e. easements for public utilities from each parcel to existing public utility facilities; and
  - \_\_\_\_\_ f. existing improvements (buildings, well, septic system, driveways, etc.) **OR INDICATE NONE;**
  - \_\_\_\_\_ g. locate any development site limitations (buildable areas) **OR INDICATE NONE;**

Unless a division creates a parcel which is acknowledged and declared to be "not buildable" under the Ordinance, all divisions shall result in buildable parcels containing sufficient buildable area outside of wetlands, flood plains and similar areas, with sufficient area to comply with all required setback provisions, minimum floor area, off-street parking spaces, on-site sewage disposal and water well locations and the like.

Municipalities have the option to waive the parent parcel/tract survey map requirement where the tentative parcel map is deemed to contain adequate information to approve a proposed land division considering the size, nature of the division(s) and the under developed character of the territory within which the proposed divisions are located. In this case, a survey will be required for the parcel being created only. In the case the applicant will waive the 45 statutory requirement for a decision on the application. Please check with the Zoning Administrator to see if your township will waive full surveys.

- \_\_\_\_\_ 5. Proposed legal descriptions for each new division(s); and
- \_\_\_\_\_ 6. Materials from the County Road Commission, MDOT, or respective municipality for each proposed new private road if applicable; and
- \_\_\_\_\_ 7. A signed and dated statement giving detailed information about the terms and availability of future division rights. Or a statement that all future land division rights are being retained by the grantor (with the parent parcel/tract). This same statement will also be on the deed.

Each parcel or tract of land is allowed a designated number of land divisions (determined by total acreage). Each proposed division must meet the requirements of the Land Division Act and the local Zoning Ordinance. This signed, dated statement will indicate whether the seller is retaining all future land divisions with the parent parcel/tract (the land he/she is keeping) or whether the seller is allowing the buyer (of the proposed parcel) the right to divide the new parcel at some time in the next 10 years and how many divisions he is designating to the new parcel).

8. If this proposed new parcel is less than one acre, furnish documentation from the Allegan County Health Department that a well and septic permit can be obtained for this property.

An application for each new parcel must be completed, all information must be furnished and a check or money order made out to Professional Code Inspections of Michigan, Inc. (P.C.I.) must accompany application(s) for each proposed parcel or your application will be returned to you.

A BUILDING PERMIT FOR THIS LAND DIVISION(S) IS SUBJECT TO THE APPROVAL OF A SEPTIC SYSTEM AND A POTABLE WELL BY THE ALLEGAN COUNTY HEALTH DEPARTMENT. IT IS ALSO SUBJECT TO THE APPROVAL OF A DRIVEWAY PERMIT FROM THE ALLEGAN COUNTY ROAD COMMISSION IF NEEDED.

APPROVAL OF ANY LAND DIVISION IS CONDITIONAL ON THE ACCURACY OF THE INFORMATION PROVIDED BY THE APPLICANT. FALSE OR INACCURATE INFORMATION OR DEVIATION FROM THE APPROVED LAND DIVISION APPLICATION MAKES APPROVAL OF THE APPLICATION NULL AND VOID.

I have been informed that all deeds (for un-platted lands) must contain a statement as to whether the right to make further divisions exempt from the platting requirements of this act under this section and Section 108 is proposed to be conveyed. The statement shall be in substantially the following form: "THE GRANTOR (SELLER) GRANTS TO THE GRANTEE (PURCHASER) THE RIGHT TO MAKE (insert number) DIVISION(S) UNDER SECTION 108 OF THE LAND DIVISION ACT No. 288 OF THE PUBLIC ACTS OF 1967". In the absence of such a statement, the right to make such divisions stays with the remainder of the parent tract or parent parcel retained by the grantor.

I have been informed all deeds for parcels of un-platted land within the State of Michigan after the effective date of this act shall contain the following statement: "THIS PROPERTY MAY BE LOCATED WITHIN THE VICINITY OF FARMLAND OR A FARM OPERATION. GENERALLY ACCEPTED AGRICULTURAL AND MANAGEMENT PRACTICES WITH MAY GENERATE NOISE, DUST, ODORS AND OTHER ASSOCIATED CONDITIONS MAY BE USED AND ARE PROTECTED BY THE MICHIGAN RIGHT TO FARM ACT".

A building permit will not be issued for this newly created parcel, nor will a separate tax bill be issued until a deed transferring ownership of the property is recorded with the Register of Deeds.

This approval is valid for \_\_\_\_\_ days. If a deed has not been recorded within this time a new application will have to be submitted, reviewed for approval and the fee will have to be paid again at the current price at the time of new application.

DATE: \_\_\_\_\_ SIGNATURE OF APPLICANT: \_\_\_\_\_  
(Current property owner)

DATE APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_

If denied, the request was not in compliance with the following provisions of the local Zoning Ordinance:  
Chapter \_\_\_\_\_ Section \_\_\_\_\_

The request was not in compliance with the following provisions of Public Act 591 Land Division Act:  
\_\_\_\_\_

Conditions of approval: #1. that the property is not part of a P.A.116 or P.A.260 or any other conservation or government open space preservation program. AND  
\_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator/Deputy

DATE RETURNED to applicant: \_\_\_\_\_

INFORMATION MISSING: \_\_\_\_\_

You may use this paragraph to fulfill the requirements of #7, on the application if you like.

The grantor grants to the grantee the right to make \_\_\_\_\_division(s) on Lot \_\_\_\_\_under

Section 108 of the Land Division Act No. 288 of the Public Acts of 1967.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_