



**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: _____

ZONING DISTRICT: _____ FEE: \$75.00 PER NEW PARCEL

NAME OF PROPERTY OWNER(S) _____

MAILING ADDRESS: _____

CONTACT INFORMATION: HOME PHONE: _____ CELL PHONE: _____

IS THE PROPERTY IN A P.A 116 PROGRAM? _____ OR A P.A 260 PROGRAM? _____

TO PROCESS YOUR APPLICATION YOU MUST PROVIDE THE FOLLOWING :

1. A copy of the Recorded Deed showing ownership of the property
2. If you are not the owner, provide 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
 - b. All land divisions made after March 31, 1997
 - c. The proposed division(s) including dimensions and acreage
 - d. Existing and proposed road/easement right of way
 - e. Easements for public utilities from each parcel to existing public utility facilities
 - f. Existing improvements (buildings, well, septic, driveways, etc.) OR INDICATE NONE
 - g. Locate any site limitations (wetlands, floodplain) OR INDICATE NONE
5. Proposed Legal Descriptions for each new parcel
6. Materials from the County Road Commission, MDOT or respective municipality for a new private road
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. THIS STATEMENT IS
REQUIRED BY LAW TO BE ON YOUR DEED.

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

APPROVAL OF ANY LAND DIVISION IS CONDITIONAL ON THE ACCURACY OF THE INFORMATION PROVIDED BY THE APPLICANT. FALSE OR INACCURATE INFORMATION OR A DEVIATION FROM THE APPROVED LAND DIVISION APPLICATION WILL IMMEDIATELY VOID YOUR APPROVAL.

A BUILDING PERMIT WILL NOT BE ISSUED FOR A NEW PARCEL UNTIL A DEED TRANSFERING OWNERSHIP OF THE PROPERTY IS RECORDED WITH THE OTTAWA COUNTY REGISTER OF DEEDS OFFICE.

DEED STATEMENTS REQUIRED BY LAW: All Deeds for un-platted lands must contain the following two statements:

1. The Grantor(Seller) Grants to the Grantee(Purchaser) The Right to Make _____(insert number) Divisions Under Section 108 of the Land Division Act. No. 288 of the Public Acts of 1967. (In the absence of such a statement or the failure to write a number the right to make such divisions stays with the remainder of the parent parcel retained by the grantor)
2. This property may be located within the vicinity of Farmland or a Farm Operation. Generally Accepted Agricultural and Management Practices which may generate Noise, Dust, Odors and Other Associated Conditions may be used and are protected by the MICHIGAN RIGHT TO FARM ACT.

DATE: _____ SIGNATURE OF APPLICANT: _____

(FOR OFFICE USE ONLY)

DATE APPROVED: _____ NOT APPROVED: _____

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

Conditions of Approval: _____

Zoning Administrator/Deputy