



**CITY OF EAST GRAND RAPIDS
LAND DIVISION REQUEST APPLICATION**

Date: _____

***Note to Applicant:** Please pay careful attention to answer the questions in this application as accurately and completely as possible. This will give you the best possibility of your application appearing on the earliest agenda for action by the City Commission.*

All requests for a land division are subject to a public hearing. The applicant will be advised of the hearing date, time and location and is requested to present a verbal summary of the request to the City Commission at the public hearing. In addition, the City Services Office will publish notice of the public hearing in a newspaper of general circulation in the local unit of government, as well as, provide notice of the public hearing to all property owners within a 500 foot radius of the subject property not less than fifteen (15) days before the date the application will be considered.

A non-refundable filing fee of \$300.00 must accompany your application.

Property Owner (1):		Property Owner (2):	
Address:		Address:	
Daytime Phone:		Daytime Phone:	
Property Address (If different from above)		Property Address (If different from above)	
Permanent Parcel No.		Permanent Parcel No.	

This Land Division/Lot Split is to:

_____ Create additional buildable lot(s)

_____ Relocate existing property line between residences

_____ Other – Please describe: _____

The following items shall be provided with the application (please attach all necessary documents):

1. Legal description of property(ies).
2. A survey prepared by a registered surveyor of the parcel as it exists, including all buildings located on the parcel, and showing the proposed lot division or partition, including the minimum building setback lines as required for the zoning district in which the property is located for each parcel.

(over)

3. A copy of a title search showing restrictions and covenants applicable to the parcel. In addition, include any restrictions or covenants which the owner intends to place on the resulting parcels should the proposed land division be approved.
4. A statement of impact on properties in the surrounding area resulting from the proposed submission. This statement shall include, but not be limited to, a review of the standards set forth in Section 5.406A(3) of the code. (Copy attached.)
5. An environmental report may be requested if natural features (i.e. wetlands, floodplains, and drainage courses) are present.
6. Approved Land Division Tax Payment Certification Form from Kent County Treasurer (PA 23 of 2019).
7. Other information as may be requested by city staff such as information regarding the location of drainage courses.

Signature of Property Owner 1 Date

Signature of Property Owner 2 Date

Do not write below this line – Office use only.

Commission Approval Date: _____

New Permanent Parcel ID # (s): _____

New Street Address(es): _____



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