



Land Division /Boundary Change Application

** The Allendale Charter Township Land Division Ordinance requires approval of both land divisions and boundary changes to ensure compliance with state law, zoning ordinances, and for tax purposes. **

Permanent Parcel Number: 70 - _____ - _____ - _____ - _____ Zoning District: _____

Name of Property Owner(s): _____

Mailing Address: _____

Phone Number: _____ - _____ - _____ Email Address: _____

TO PROCESS YOUR APPLICATION, YOU MUST PROVIDE THE FOLLOWING:

- COMPLETED LAND DIVISION APPLICATION AND FEES:**
 - There is a **\$50.00 filing fee** for the first split (2 new legal descriptions), and **\$15.00** for each additional legal description.

- PROOF OF OWNERSHIP/INTEREST:**
 - A copy of the Recorded Deed showing ownership of the property
 - Legal documentation is required **if** the property owner is different from owner under the current tax roll, in a trust or executorship, land contract, or similar situation

- TAXES & ASSESSMENT PAYMENT:** All **property taxes** on the parent parcel must be **paid in full by December 31st** or the County will not make the changes to the tax rolls.
 - Special assessments, deferred water/sewer connection fees, or other debts owed to the Township or Ottawa County may also have to be paid.
 - New parcels and parcel adjustments, as well as new tax identification numbers will generally not show up on the tax rolls until the next calendar year. As a result, property tax bills will continue to be sent to the original property owner throughout the year. You will need to make appropriate arrangements with your buyer at closing for the payment of taxes, including prorating taxes for that calendar year.

- TAX CERTIFICATION FORM:** For applications that create new parcels, the **Land Division Tax Payment Certification Form** must be taken to the Ottawa County Treasurer's office for certification and then submitted with your application to the Township.

SURVEY MAP: A stamped survey of the land proposed to be divided or the boundary adjusted, prepared by a land surveyor licensed by the State of Michigan pursuant to the survey map requirements of 1970 public act 132, as amended, (MCL 54.211), is required.

- Survey must include all land divisions made after March 31, 1997
- Survey must include current boundaries as March 31, 1997
- All surveys must be to scale on letter, legal or ledger sized paper.
- The date of the survey, a north arrow, and the name of the person or firm responsible for the preparation of the survey.
- Parcel boundary lines, dimensions (must be shown on drawing) and size (square footage)
- **Legal descriptions of ALL existing parcel(s) and proposed parcel(s)**
- Each individual lot must be labeled (Example: A, B and C, or 1, 2 and 3, or addresses)
- Building envelopes using the setbacks of the zone district
- Existing and proposed ingress/egress easements (i.e., private roads, shared driveways etc.) and legal descriptions (including liber and page)
- Location and footprint of all existing structures and other land improvements (buildings, well, septic, driveways, etc.) OR INDICATE "NONE"
- Setback distances for existing structures
- Locations of all natural or man-made water bodies (streams, wetlands, drains, ponds, lakes, floodplain)
- Streets and street names
- Utilities easements including easements for powerlines. Where an easement does not exist, the location of the powerline must be shown.

MISCELLANEOUS REQUIREMENTS

- **Street Frontage:** All new parcels created through land division must have a minimum of 66 feet of frontage on a public or private road.
- **Depth to Width Ratio:** On 10 acres or less, the lot depth of each proposed parcel cannot be greater than 4 times the lot width, without a variance from the Township Board.
- **Accessory Buildings:** Accessory structures such as sheds are not permitted on parcels without a principal structure. Therefore, you may be required to provide a bond or remove the structure prior to obtaining land division approval

PROPERTY HISTORY: Where relevant, provide documentation of underground storage tanks, dumping, contamination, deed restrictions, easements, division rights, site features, and any other significant features that impact development of the property.

PUBLIC UTILITIES: Where relevant provide the following documentation:

- **Public Utilities:** If connecting to public water & sewer, please speak to the Township's Utility Billing department to determine connection fees at 616-895-6295.
- **Septic Systems & Wells:** If public utilities are not available, the Township may require when creating a new parcel, that you submit a "site evaluation" from the Ottawa County Environmental Public Health Department (OCEPH) to determine if a well/septic is viable in that location. Septic systems and wells also have setback distances from property lines, water bodies and structures, enforced by the OCEPH. Please contact the OCHD at 616-393-5645 with further questions.

- **Private Utilities:** Private utilities (gas, electric, etc.) may have additional setback requirements from their easements. In particular, powerlines have setbacks established by the provider. The property owner is responsible for contacting the provider to determine setback distances are required.

ACCESS: Where relevant provide the following documentation:

- **Public Roads:** If the new parcel is to be accessed off of a public road, it is recommended that you first receive confirmation from the Ottawa County Road Commission (OCRC) that a driveway permit can be issued at that location.
- **Existing Private Road:** If the new lot is to be accessed off of an existing private road, the applicant may be required to make public safety improvements to the road, as determined by the Planning Commission. In some instances, access from an Existing Private Road Approval may also require Township Board approval.
- **New Private Road:** If you are proposing a new private road (to serve two or more new lots), Private Road Approval is required from the Planning Commission. All private roads are required to be a minimum of 66 feet wide unless otherwise approved by the Planning Commission. Materials from the County Road Commission, MDOT or respective municipality must be included with application, if applicable.
- **Address Assignments:** Address assignments can be obtained from the Allendale Township Fire Department. The **Address Application** requires a current legal survey and approval by the Chief Building and Zoning Administrator.

- 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 whether the seller is retaining all future divisions with the parent parcel/tract (the land he/she is keeping) or whether 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 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 TRANSFERRING 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.

POST-APPLICATION REQUIREMENTS: Once you have received land division or boundary change approval, you have 90 days to record the new deeds with the Ottawa County Register of Deeds (OCRD). Please contact the OCRD at 616-994-4510 with questions on this process.

SIGNATURE OF APPLICANT: _____ DATE: _____

(FOR OFFICE USE ONLY)

DATE RECEIVED: _____ FEE: \$ _____ PAID: [] CASH [] CHECK # _____

DATE APPROVED: _____ APPROVAL NUMBER: _____ 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 Approval: _____

Assessor Approval: _____

Land Division /Boundary Change Application

LAND DIVISION

BOUNDARY CHANGE

BOTH

PARCEL #1 - TO BE SPLIT OR ADJUSTED

Street Address: _____

Permanent Parcel Number: 70 - ____ - ____ - ____ - ____

PROPERTY OWNER CONTACT INFORMATION

Note: If completing this section as a property owner representative, please provide the required legal authorization.

Name: _____

Street Address: _____

City: _____ Zip Code: _____

Phone Number: ____ - ____ - ____ Email: _____

PARCEL #2 – TO BE SPLIT OR ADJUSTED

Street Address: _____

Permanent Parcel Number: 70 - ____ - ____ - ____ - ____

PROPERTY OWNER CONTACT INFORMATION

Note: If completing this section as a property owner representative, please provide the required legal authorization.

Name: _____

Street Address: _____

City: _____ Zip Code: _____

Phone Number: ____ - ____ - ____ Email: _____

If there are additional property owners or properties involved, feel free to add another page

REQUEST DETAILS (not required for a boundary change)

Number of New Parcels (including remaining parent parcel) _____

Intended Use (for example, residential or commercial) _____

New lots will be provided access to an existing public road by: (check one)

- Each new parcel will have frontage on an existing or proposed public road
- Each new parcel will have frontage on an existing conforming or proposed new private road
- Each new parcel will have frontage on a non-conforming private road

FUTURE DIVISIONS (not required for a boundary change)

Each parent parcel has a minimum of 4 divisions. Division rights cannot be transferred as part of a boundary change.

Remaining divisions allowed by law for the parent parcel after this division _____

If future divisions remain, to which property are they being transferred?

Parcel Number: 70 - _____ - _____ - _____ - _____

SEVERABILITY

The proposed land divisions and/or boundary change has only been reviewed to determine compliance with the Michigan Land Division Act (P.A. 591 of 1996 as amended). Approval of a division is NOT a determination that the resulting parcels comply with other ordinances or regulations, including the zoning ordinance.

Neither Allendale Charter Township nor its officers and employees are liable if a building permit is not issued for a parcel created by this division, or if it does not satisfy the requirements of any other ordinance or for the parcel failing to meet all of the following criteria:

1. Public water OR city, county, or district health department approval for the suitability of an on-site water supply.
2. Public sewer OR city, county, or district health department approval for on-site sewage disposal.

SIGNATURES

Property Owner #1 Signature _____ Date _____

Property Owner #2 Signature _____ Date _____

Property Owner #3 Signature _____ Date _____

If not property owner,

Acting Agent's Signature _____ Date _____



CHERYL CLARK
Ottawa County Treasurer

12220 Filmore St
Room #155

West Olive, MI 49460

Phone (616) 994-4501 Fax (616) 994-4509

Land Division Tax Payment Certification Form

Name: _____ Phone Number: _____

Owner Address: _____

Owner City, State, Zip: _____

Property Address: _____

Property City, State, Zip: _____

Parcel Number: **70** - _____

Attach a description of the parcel(s) to be split, combined, adjusted or changed.

CERTIFICATION DENIED

The Ottawa County Treasurer's Office has found delinquent taxes on the parcel listed above and cannot issue a certification of tax payment.

Delinquent Taxes Owed: _____

CERTIFICATION APPROVED

Pursuant to House Bill 4055, the Ottawa County Treasurer's Office certifies that all property taxes and special assessments due to the above parcel subject to the proposed division for the five years preceding the date of the application have been paid. This certification does not include taxes, if any, now in the process of collection by the City, Village or Township Treasurer.

Certified by: _____ Date Certified: _____



Allendale Charter Township Address Application

6676 Lake Michigan Dr.
Allendale MI, 40401
Phone: 616-892-3121
Email: mkeefe@allendalemi.gov

Application information

| | | | |
|------------|--|--------|-------|
| Full name: | _____ | Date: | _____ |
| | <i>Last</i> <i>First</i> <i>M.I.</i> | | |
| Address: | _____ | Phone: | _____ |
| | <i>Street address</i> <i>Apt/Unit #</i> | | |
| | _____ | Email: | _____ |
| | <i>City</i> <i>State</i> <i>Zip Code</i> | | |

New Business or Building Information

| | | | |
|-----------------------|-------|----------|-------|
| Name of Building | _____ | Address: | _____ |
| City | _____ | State | _____ |
| Zip Code | _____ | Parcel # | _____ |
| Approved Split Date: | _____ | Yes | _____ |
| | | No | _____ |
| Applicants Signature: | _____ | | |
| New Address: | _____ | | |
| Date: | _____ | | |
| Fire Chief Signature: | _____ | | |

- No Address numbers will be assigned without submitting a current legal survey of the property, and approved by the Chief Building and Zoning Administrator.
- All numbers will be assigned by the Allendale Charter Township Fire Chief according to the approved numbering sequence.

- All numbers should be displayed in accordance with the “Numbering Guide” of the Allendale Fire Department.
- The Township’s adopted building code requires house numbers to be displayed prior to occupancy.
 - Address signs are available through the fire department for \$15.00 each
- Address will be completed in the order they are received. This may take up to three weeks for completion.
- If submitting for addresses and the property requires more than five (5) addresses, a one-page full print must be delivered before any address application will be completed.

**HOUSE (LOT) NUMBERING GUIDE
NUMBERS TO BE AFFIXED BY OWNERS; SIZE AND LOCATION OF NUMBERS PER FIRE
DEPARTMENT GUIDELINES**

So that emergency service workers, such as firefighters, emergency medical technicians, and police, can quickly locate a particular location in an emergency, the owner, occupant, or agent of each building should affix or inscribe the proper address number according to the plan set forth in the following guide:

- A. Every building located less than two hundred (200) feet from the edge of a public or approved private road right of way, hereafter called roadway, should display Arabic numbers not less than seven (7) inches high on the side of the building facing the street to which the address is assigned. The numbers shall be clearly visible and readable to the occupants of an emergency service vehicle while traveling in either direction on the roadway.
- B. Every building located more than two hundred (200) feet from the edge of a roadway, and/or any building for which the numbers are not clearly visible and readable to the occupants of an emergency service vehicle on the roadway should have in addition to the numbers specified in paragraph (A), Arabic numbers not less than four (4) inches in height displayed on a post, or on a regulation United States Postal Service mailbox, or on a sign, which post, mailbox, or sign shall be located directly in front of the building on the same side of the roadway. If a sign is used, it must conform to the township “Sign Ordinance.” The numbers shall be clearly visible and readable to the occupants of an emergency service vehicle, while traveling in any direction on the roadway. All signs designating a business must incorporate their address as part of the sign. All number and/or letters to comply with this section.
- C. Every two (2) family or multi-family residential apartment or complex, should have its assigned number displayed in accordance with paragraph (A) & (B) above, and/or paragraph; (D), (h), & below. Further, each individual apartment should have Arabic letters not less than four (4) inches high displayed on or near the front or main entrance to each apartment.
- D. Any building housing more than one (1) residence, or apartment, shall be numbered according to © above, and shall be separately numbered as Apartment No 1, 2, 3, etc. the manner to be determined by the enforcing official, or his agent. Where the building has one address and multiple store fronts the additional spaces will be suites, numbered in the following manner Suite 100, 200, 300, 400
- E. All commercial buildings should display Arabic numbers not less than seven (7) inches high and conforms to section (B) & (C) above, as applicable.

- F. Every building, while under construction, must have temporary numbers displayed. The numbers shall be clearly visible and readable to the occupant of an emergency service vehicle, while traveling in either direction on the roadway.
- G. The color of the Arabic numbers and/or letters shall be in contrast to the immediate background to which they are affixed or inscribed. The numbers shall be displayed so as to be readily visible and readable during normal daylight hours.
- H. The above sections shall be construed to mean that, if the Arabic numbers and/or letters as specified herein are hidden by an awning, overhang, or other obstruction, or if the numbers are not clearly visible and readable to the occupants of an emergency service vehicle on the roadway, then the owner, occupants of an emergency service building shall place supplementary Arabic numbers and/or letter in the manner determined by the enforcing official, or his agent, to best meet the intent of this guide.
- I. All approved private roadways shall have the roadway "Named", and an authorized street sign installed in the location determined by the enforcing official, or his agent. All buildings will be numbered of the roadway per the accepted standard.
- J. Building numbers may be spelled out for decorative purposes; however, Arabic numbers To meet the intent of this guide shall also be displayed.
- K. All applicants for building permits are requested to apply for a "Request for Building Number Form," Each applicant is requested to comply with these requirements as a condition of receiving the building permit. A building should be numbered in accordance with the provisions of this guide before occupancy.
- L. Mobile Home Parks and Condominium Projects may use four (4) inch numbers with approval of the official enforcing.
- M. The Fire Chief is designated the enforcing official of the guide.
- N. For the purpose of the "Guide", an "Owner" shall be defined as: any person, agent, operator, firm, or corporation having legal or equitable interest in the property; or recorded in the official records of the State, County, Township, or Municipality as holding title to the property; Otherwise, having control of the property, including the guardian of the state of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court. For the purpose of the Article, the owner shall be presumed to be the designated person or entity listed on the tax rolls maintained by the township for the structure or building, unless the enforcing officer is otherwise notified in writing.

*Recommended location for number is above the garage door. Most new homes already use this location, although this location will not work on all homes.