



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

Date: _____

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.
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. Verification that there are no liens or outstanding taxes on the subject property(ies.)
5. 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 of the City code. (See attached table.)
6. An environmental report may be requested if natural features (i.e. wetlands, floodplains, and drainage courses) are present.
7. Approved Land Division Tax Payment Certification Form from Kent County Treasurer (PA 23 of 2019).
8. Other information as may be requested by City staff, such as information regarding the location of drainage courses.

Land Division Request – Section 5.406A Review Standards

TO BE COMPLETED BY STAFF ONLY

PPN(s): _____

Address(es) of Request: _____

1. Each resulting lot must have an area not less than required by Chapter 50 of this title, as amended, for a conforming lot in the zone district in which the lot is located; provided, a lot that is nonconforming due to area or width may be split or altered if such change does not increase the nonconformity of the lot, no new nonconformities are created, and the change is not in violation of Section 5.114 B. of the Zoning Ordinance.

- | | |
|----------------------------------|-----------------------|
| <input type="checkbox"/> Yes | <u>Staff Comments</u> |
| <input type="checkbox"/> No | |
| <input type="checkbox"/> Unknown | |

2. Each proposed resulting lot must have adequate easements for public utilities from the lot to existing public utility facilities.

- | | |
|----------------------------------|-----------------------|
| <input type="checkbox"/> Yes | <u>Staff Comments</u> |
| <input type="checkbox"/> No | |
| <input type="checkbox"/> Unknown | |

3a. The location and size of the resultant parcels shall be generally consistent to the size, shape and area of lots in the surrounding area of the proposed split. In reviewing conformity with properties in the surrounding area, factors which should be considered are total size of the parcels created, the width of such parcels, and the width-to-depth ratio of the parcels

- | | |
|----------------------------------|-----------------------|
| <input type="checkbox"/> Yes | <u>Staff Comments</u> |
| <input type="checkbox"/> No | |
| <input type="checkbox"/> Unknown | |

3b. The existence of and effect upon floodplain areas, wetlands, drainage courses, and terrain and the ability to develop building sites on each parcel without unreasonable disturbance of such features.

- | | |
|----------------------------------|-----------------------|
| <input type="checkbox"/> Yes | <u>Staff Comments</u> |
| <input type="checkbox"/> No | |
| <input type="checkbox"/> Unknown | |

3c. The relationship of front, side, and rear yards to yards and orientation of buildings on other existing parcels within the surrounding area.

- | | |
|----------------------------------|-----------------------|
| <input type="checkbox"/> Yes | <u>Staff Comments</u> |
| <input type="checkbox"/> No | |
| <input type="checkbox"/> Unknown | |

4. The proposed land division will not place demands on public services, roads and facilities in excess of their current capacities.

- | | |
|----------------------------------|-----------------------|
| <input type="checkbox"/> Yes | <u>Staff Comments</u> |
| <input type="checkbox"/> No | |
| <input type="checkbox"/> Unknown | |

5. The proposed land division shall not result in any lot that is likely to necessitate one or more setback variances in order to make it reasonably usable.

- Yes
- No
- Unknown

Staff Comments

6. The reviewing body may attach reasonable conditions to the approval of the platted land division or boundary line alteration.

- Yes
- No
- Unknown

Staff Comments