

**APPLICATION FOR LAND DIVISION/LOT LINE ADJUSTMENT**

The City of Portage is responsible for the review of all proposed Land divisions within the community.

Please complete this application form, attach two (2) copies of all required documents as indicated, and submit it to the City of Portage Department of Community Development. **YOU MAY FIND IT HELPFUL TO REFER TO THE LAND DIVISION PROCEDURE OF THE CITY OF PORTAGE AND THE LAND DIVISION ACT. ASSISTANCE IN COMPLETING THIS APPLICATION AVAILABLE UPON REQUEST.** You will receive a letter regarding the approval or denial of this request within 10 working days of submittal of a **complete** application.

Please Note: Whenever a survey and/or legal description is called for as part of this application, it must be at a scale no smaller than 1 inch = 50 feet.

**PLEASE PRINT NEATLY AND PRESS FIRMLY - YOU ARE MAKING FOUR COPIES**

**I. APPLICANT INFORMATION**

- Applicant Name(s) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number: (H) \_\_\_\_\_ (W) \_\_\_\_\_
- Property Owner (if different) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number: (H) \_\_\_\_\_ (W) \_\_\_\_\_
- Application Type: Split  Combination  Other

**II. PARENT (ORIGINAL) PARCEL INFORMATION - Attach additional form for each parent parcel as of 3/31/97**

- Address \_\_\_\_\_
  - Tax ID # \_\_\_\_\_
  - Size (acres) \_\_\_\_\_
  - ATTACH** legal description of parent parcel.
  - ATTACH** survey map of parent parcel including existing buildings, structures and easements.
  - ATTACH** proof of fee ownership (copy of tax bill, deed, mortgage, etc.), and letter of consent from property owner (if different than applicant).
  - Please indicate if the following parent parcel characteristics exist. Check **yes** to all that apply:
- | Characteristic         | Yes                      | No                       | Characteristic           | Yes                      | No                       |
|------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Existing Structure(s)  | <input type="checkbox"/> | <input type="checkbox"/> | Access to public water   | <input type="checkbox"/> | <input type="checkbox"/> |
| Floodplains            | <input type="checkbox"/> | <input type="checkbox"/> | Underground Storage Tank | <input type="checkbox"/> | <input type="checkbox"/> |
| Slopes ≥ 1:4 pitch     | <input type="checkbox"/> | <input type="checkbox"/> | Contaminated Soil        | <input type="checkbox"/> | <input type="checkbox"/> |
| Access to Public Sewer | <input type="checkbox"/> | <input type="checkbox"/> | Abandoned Well           | <input type="checkbox"/> | <input type="checkbox"/> |
- Current zoning: \_\_\_\_\_
  - Do the proposed divisions have frontage on a Major Thoroughfare? If yes, application of Access Management Ordinance, including formal access and shared access arrangements, may be necessary. Yes  No

**III. CHILD (PROPOSED) PARCEL INFORMATION (FOR LAND DIVISIONS ONLY)**

- Number of child parcels: \_\_\_\_\_
- Intended Use: \_\_\_\_\_
- Will any of the child parcels be declared "Not Buildable"? Yes  No
- ATTACH** survey map of all proposed child parcels, including existing buildings, structures and easements.
- ATTACH** legal description of all proposed child parcels.
- The child parcels have 66 feet of frontage on a public street: Yes  No
- The lot depth does not exceed four times the width: Yes  No
- Each child parcel has minimum lot area and lot width for the zoning district in which it is located: Yes  No
- Is the right to make a future division(s) being transferred to a child parcel created from the parent parcel or tract? Yes  No   
If yes, attach completed **Notice to Assessor of Transfer of the Right to Make a Division of Land** form.
- If municipal utilities are not available, **ATTACH** Kalamazoo County Health Department approval for the suitability of on-site water supply and/or sewage disposal.

**IV. REVIEW FEE:** Land Division Application: \$155 per application plus \$10 for each child parcel proposed over two. Lot Line Adjustment: \$100 per application.

**V. SIGNATURE**

**I understand that review and approval by the City of Portage will commence upon the submission of a complete Land Division Lot Line Adjustment Application and will be reviewed within 10 working days. Approval will become void after 90 days if legal documents are not recorded at the Kalamazoo County Register of Deeds and filed with the City of Portage Assessor.**

Signature \_\_\_\_\_

Date \_\_\_\_\_