

APPLICATION FOR LAND DIVISION

The City of Portage is responsible for the review of all proposed land divisions, pursuant to the State of MI Land Division Act. See Community Development's Fee Schedule for current Land Division Fees.

Please complete this application form, read the information on the **next page**, attach or email all required documents listed on the next page to the City of Portage Department of Community Development.

I. APPLICANT INFORMATION

Applicant Name _____

Property Address _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

How would you like the decision letter to be sent? ☐ Email ☐ USPS (mail)

Mailing Address for letter (if different than above): _____

City _____ State _____ Zip _____

Intended Reason for Division: _____

II. PARENT (ORIGINAL) PARCEL INFORMATION

Address _____

Zoning District: _____

Please check all that apply:

☐ Access to Public Water ☐ Access to Public Sewer:

If public utilities are not available, ATTACH Kalamazoo County Health Department approval for the suitability of on-site water supply and/or sewage disposal.

☐ Major Thoroughfare frontage(ex. S. Westnedge Ave., Portage Rd., Centre Ave.): If yes, application of Access Management Ordinance, including formal access and shared access arrangements, may be necessary.

☐ Wetlands ☐ Floodplain: If yes, a wetlands or floodplain permit from the state may be necessary.

III. CHILD (PROPOSED) PARCEL INFORMATION

Number of child parcels: _____

Please check all that apply:

☐ Access to Public Water ☐ Access to Public Sewer ☐ Major Thoroughfare frontage

☐ Wetlands ☐ Floodplain

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.]

V. SIGNATURE:

I understand that the review by the City of Portage will commence upon of a COMPLETE Land Division Application and will be reviewed within 45 business days. Approval will be void after 90 days OR December 31st of the current year, whichever is first, if legal documents (i.e. deed, survey/map) are not recorded at the Kalamazoo County Register of Deeds and filed with the City of Portage Assessor. Approval is also void if all current and prior year property taxes are not paid in full by February 14 of the year after the date of this approval.

Required Applicant Submittals:

- ❑ Completed Application
- ❑ Signed and Approved Kalamazoo County Tax Certificate (Kalamazoo County Treasury)
- ❑ Proof of Ownership (copy of tax bill, deed, mortgage, etc)
- ❑ Survey including the following for parent, child, and remaining parcels:
 - All existing buildings and structures
 - Legal descriptions completely spelled out – electronic copies in word/text file/email
 - Starting parent parcel
 - Child parcel
 - Remaining parcel
 - All existing and proposed easements – if applicable.
 - Access to property (access agreement)
 - Access to utilities (maintenance agreement)

*Please Note: It is recommended that you utilize a Registered/Licensed Land Surveyor.

Additional Notes and Requirements:

1. All parcels must have 60' minimum on public street, 50' on cul-de-sac, or the creation of private easements that satisfy section 42-743(8)(b).
2. Parcel depths must not exceed four times the width.
3. Minimum parcel area, width, setbacks, etc. must be met for the zoning district.
4. The approval of this land division does not mean the parcels are buildable; it is the responsibility of the applicant to determine environmental conditions and adequate facilities for water and sewer.

