

# PLAINFIELD CHARTER TOWNSHIP

## LAND DIVISION & BOUNDARY CHANGE APPLICATION

The Plainfield Charter Township Land Division Ordinance and the Michigan Land Division Act require approval of land divisions. Further, to ensure that local zoning requirements are met and to aid in the efficiency of processing of deeds through Kent County, the Township requires approval of all property boundary changes. **There is a \$100.00 filing fee for the first split (2 new legal descriptions), and \$50.00 for each additional legal description.** The Township reserves the right to require an escrow in addition to the application fee.

### Things to consider prior to submitting your application:

1. *Pre-application Meeting:* We recommend you have a pre-application meeting with staff prior to submitting your application.
2. *Taxes and Assessments:* Determine if taxes and special assessments are paid. Kent County will not process the divisions if these are not paid in full.
3. *Property History:* Where relevant, provide an accurate history of the property (i.e. underground storage tanks, soil contamination, deed restrictions, easements etc.)
4. *Septic Systems and Wells:* Property owners who are not connected to public water or sanitary sewer are strongly urged to have the property tested prior to land division application.
5. *Contact Surveyors:* Land divisions and boundary changes require a stamped survey from a surveyor or similar professional unless waived by staff.
6. *Utilities:* If connecting to septic and/or well, determine if the property is suitable. If connecting to public water or sanitary sewer, determine what the connection fees may be incurred. Also, remember that power companies may have their own setbacks from their infrastructure.
7. *Class Codes:* Please note that divided or changed parcels with different tax class codes/uses may experience delays in combination and consolidated tax billings.
8. *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.
9. *Closings and Deed Recording:* The Township has up to 45 days to review your (completed) application. Try to schedule your closing date accordingly. Also, once you have received land division/boundary change approval you must record your deeds.
10. *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.
11. *Steep Grades and Wetlands:* In cases where steep grades are involved, make sure you are able to obtain a driveway permit from the Kent County Road Commission. The Township also has setbacks and stormwater requirements for steep slopes, regulated wetlands, detention ponds and other bodies of water that you may want to consider.

**Office Use Only** PZE #: \_\_\_\_\_

DATE: \_\_\_\_\_

FEE AMOUNT: \_\_\_\_\_

INVOICE #: \_\_\_\_\_

## LAND DIVISION/BOUNDARY CHANGE APPLICANT(S) INFORMATION

**Property Owner #1:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Property or Properties to be Divided or Adjusted**

Owner Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Permanent Parcel Number(s): \_\_\_\_\_

**Property Owner #2**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Property or Properties to be Divided or Adjusted**

Owner Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Permanent Parcel Number(s): \_\_\_\_\_

**(If there are additional property owners, feel free to add another page)**

**Property Information (You May Skip this Section if Doing a Boundary Change):**

1. Number of new parcels (Including parent parcel) \_\_\_\_\_
2. Intended Use (for example, "Residential", or "Commercial")  
\_\_\_\_\_
3. The division of the parcel provides access to an existing public road by: (Check One)
  - Each new parcel having frontage on an existing or new *public* road.
  - Each new parcel having frontage on an existing, approved or new *private* road.
  - A non-conforming private road, which may require Township Board approval.

**Future Divisions (You May Skip this Section if Doing a Boundary Change):**

1. Is the owner making all divisions allowed by law for the parent parcel? Yes  No
2. If no, how many remaining divisions are allowed for the parent parcel? \_\_\_\_\_
3. If future divisions remain, are they being transferred the parent parcel or to any other parcel?  
Yes  No 
  - \*Each parent parcel has a minimum of 4 divisions.
  - \*Division rights cannot be transferred as part of a boundary change.
4. If you answered yes to (3), identify the other parcel that is being transferred future division rights:  
PPN: \_\_\_\_\_

**SIGNATURES**

Property Owner #1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner #2 Signature \_\_\_\_\_ Date \_\_\_\_\_

If not property owner,  
Acting Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return this application and all required information to:  
Plainfield Charter Township Community Development Department  
6161 Belmont Avenue, NE  
Belmont, MI 49306  
Telephone (616) 364-1190**

## **ADDITIONAL DOCUMENTATION REQUIRED FOR SUBMITTAL WITH YOUR APPLICATION:**

1. **Ownership:** Proof of ownership, executorship, or similar situation, you must provide the legal documentation.
2. **Survey:** A survey map of the land proposed to be divided, prepared pursuant to the survey map requirements of 1970 public act 132, as amended, (MCL 54.211) by a land surveyor licensed by the State of Michigan, which shows the following:
  - a. Property dimensions and size;
  - b. Legal descriptions of existing parcel(s);
  - c. Legal descriptions of proposed parcel(s)
  - d. Each individual division needs to be labeled. (Example: A, B and C or 1, 2 and 3)
  - e. Existing and proposed ingress/egress easements (i.e. private roads, shared driveways etc.) and legal descriptions (including liber and page);
  - f. Location and footprint of all existing structures and other land improvements;
  - g. Setback distances from nearest adjacent property lines for existing structures;
  - h. Streets and street names;
  - i. Utilities easements;
  - j. Property address.
3. **Preliminary Review Option:** An applicant may waive the 45 day review process and request preliminary approval until a final survey map and legal description can be submitted to the Township. Under this option, a preliminary drawing is required with a scale of not less than 1"= 40', with legal descriptions for each proposed division, boundary lines, dimensions, and method of access to each division. A request for a preliminary review waiver must be submitted in writing.
4. **History:** Staff may require documentation of previous divisions of land, transfer of division rights, number of division rights, title documentation, that parcel was in lawful in existence as of March 31, 1997 at the adoption of the State of Michigan Land Division Act, and any other relevant documentation, tax history and special assessments.
5. **Taxes and Special Assessments:** Staff may require proof that all due and payable taxes, installments or special assessments have been made prior to land division approval.
6. **Driveway Access, Addressing Septic and Well and other regulatory or documentation requirements:** Staff may request and in some instances require proof that the property can be accessed from a public or private street, title history, ownership verification, perk tests or similar property related items.

### **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).

1. Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations, including the zoning ordinance.
2. **Neither Plainfield 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:
  - a. Public water OR city, county, or district health department approval for the suitability of an on-site water supply.
  - b. Public sewer OR city, county, or district health department approval for on-site sewage disposal.

**REVIEWER'S ACTION (FOR STAFF ONLY)**

Approved, Conditions, if any, attached.    Yes  No

Denied, Documentation Attached.            Yes  No

**Appointed Land Division Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Additional Comments:** \_\_\_\_\_

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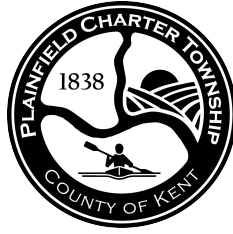
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January 2019

To: Land Division Applicant

Re: Application for Alteration to an existing parcel of land and upcoming tax obligation.

To Applicant:

Please be advised that when you are applying for a change to be made to your existing parcel of land, moving forward to the next assessment year, that parcel, sometimes referred to as a “**parent parcel**,” will no longer exist if the process is completed. It will be ‘retired’ and a new ‘**child parcel**’ (or children parcels; if applicable) will be created.

Because this ‘parent’ parcel will be retired, it is **required that all taxes on any/all parent parcels must be paid in full by December 31.** The Township is not allowed to retire a parcel with taxes still owed on the property and therefore they must be paid in full by the deadline.

***Why is this you ask, when the winter taxes are not due until February 14?*** In order for the Assessing Department to complete all of its work on your application and coordinate it with Kent County Mapping and Description, the taxes must be paid, as there is simply not enough time to complete the task if this is not done. If they are not paid then we will not process the request which could possibly cause your application to not get processed. This can obviously cause problems with what you are trying to accomplish.

***Please understand that the tax deadline applies to any/all of the ‘parent’ parcels that will be altered in the application request. Therefore, if your request/application involves parcels besides your own, those taxes also must be PAID IN FULL BY DECEMBER 31.***

If you have any questions please feel free to contact my office.

Sincerely,

Jeff M. Miller, MMAO (4)  
Plainfield Township Assessor  
P: 616.726.8880  
[millerj@plainfieldmi.org](mailto:millerj@plainfieldmi.org)