

**PROFESSIONAL CODE INSPECTIONS  
OF MICHIGAN, INC.**

1913 Baldwin  
Jenison, MI 49428  
(616) 667-8803  
(Fax) #(616) 667-8869  
www.pcimi.com

PROPERTY SPLIT FORM FOR Allendale Charter Township

PERMANENT PARCEL NO: \_\_\_\_\_ LOT NO: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

NAME OF PROPERTY OWNER(S) \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT INFORMATION: HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

IS THE PROPERTY IN A P.A 116 PROGRAM? \_\_\_\_\_ OR A P.A 260 PROGRAM? \_\_\_\_\_

*TO PROCESS YOUR APPLICATION YOU MUST PROVIDE THE FOLLOWING:*

1. A copy of the Recorded Deed showing ownership of the property
2. If you are not the owner, provide proof that you are the legally appointed agent for the property owner
3. Proof that all due and payable taxes and installments of special assessments are paid in full.
4. Survey map, prepared pursuant to Michigan statutory requirements by a licensed surveyor showing:
  - a. The current boundaries as of March 31, 1997
  - b. All land divisions made after March 31, 1997
  - c. The proposed division(s) including dimensions and acreage
  - d. Existing and proposed road/easement right of way
  - e. Easements for public utilities from each parcel to existing public utility facilities
  - f. Existing improvements (buildings, well, septic, driveways, etc.) OR INDICATE NONE
  - g. Locate any site limitations ( wetlands, floodplain ) OR INDICATE NONE
5. Proposed Legal Descriptions for each new parcel
6. Materials from the County Road Commission, MDOT or respective municipality for a new private road
7. 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 A 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.

DATE: \_\_\_\_\_ SIGNATURE OF APPLICANT: \_\_\_\_\_

-----  
(FOR OFFICE USE ONLY)

DATE APPROVED: \_\_\_\_\_ 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/Deputy

You may use this paragraph to fulfill the requirements of #7, on the application if you like.

The grantor grants to the grantee the right to make \_\_\_\_\_ division(s) on Lot \_\_\_\_\_ under Section 108 of the Land Division Act No. 288 of the Public Acts of 1967.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_