CITY OF
PORTAGE
A Place for Opportunities to Grow

Department of Community Development

APPLICATION FOR LAND SPLIT/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

1. Applicant Name(s) _____

   Address _____

   City _____ State _____ Zip _____

   Phone Number: (H) _____ (W) _____

2. Property Owner (if different) _____

   Address _____

   City _____ State _____ Zip _____

   Phone Number: (H) _____ (W) _____

3. Application Type: Split ☐ Combination ☐ Other ☐ _____

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

1. Address _____
2. Tax ID # _____
3. Size (acres) _____
4. **ATTACH** legal description of parent parcel.
5. **ATTACH** survey map of parent parcel including existing buildings, structures and easements.
6. **ATTACH** proof of fee ownership (copy of tax bill, deed, mortgage, etc.), and letter of consent from property owner (if different than applicant).
7. Please indicate if the following parent parcel characteristics exist. Check **yes** to all that apply:

Characteristic	Yes	No	Characteristic	Yes	No
Existing Structure(s)	☐	☐	Access to public water	☐	☐
Floodplains	☐	☐	Underground Storage Tank	☐	☐
Slopes≥ 1:4 pitch	☐	☐	Contaminated Soil	☐	☐
Access to Public Sewer	☐	☐	Abandoned Well	☐	☐

8. Current zoning: _____
9. 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 SPLITS ONLY)

1. Number of child parcels: _____
2. Intended Use: _____
3. Will any of the child parcels be declared "Not Buildable"? Yes ☐ No ☐
4. **ATTACH** survey map of all proposed child parcels, including existing buildings, structures and easements.
5. **ATTACH** legal description of all proposed child parcels.
6. The child parcels have 60 feet of frontage on a public street: Yes ☐ No ☐
7. The lot depth does not exceed four times the width: Yes ☐ No ☐
8. Each child parcel has minimum lot area and lot width for the zoning district in which it is located: Yes ☐ No ☐
9. 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.
10. 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 Split Application: $150 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 Split/Combination 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*

Rev. 04/06

White - Department of Community Development Yellow - Assessor's Office Pink - Department of Community Development Gold - Applicant