

APPLICATION FOR PARCEL LINE ADJUSTMENT

The City of Portage is responsible for the review of all proposed parcel line adjustments, pursuant to the City Code of Ordinances. See Community Development's Fee Schedule for current Parcel Line Adjustment 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 Parcel Line Adjustment:

II. PARCEL 1 INFORMATION

Zoning District: _____ Address of giving parcel: _____

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.

II. PARCEL 2 INFORMATION

Zoning District: _____ Address of receiving parcel: _____

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. SIGNATURE:

I understand that review by the City of Portage will commence upon the submission of a COMPLETE Parcel Line Adjustment 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
- Letter of Consent from Neighboring Property Owner stating that they agree to this parcel line adjustment application
- Signed and Approved County Tax Certificate (Kalamazoo County Treasurer)
- Proof of Ownership of ALL parcels involved in this application (copy of tax bill, deed, mortgage, etc)
- Survey including:
 - Full parcel's property limits of
 - Each existing parcels (2)
 - Each resulting parcels (2)
 - Legal descriptions completely spelled out – electronic copies in word/text file/email
 - Each existing parcels (2)
 - Each resulting parcels (2)
 - All current and proposed easements – anytime a neighbor has utilities or needs access to the property that isn't theirs
 - 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 size and setbacks must be met for the zoning district.
4. The approval of this parcel line adjustment does not mean the parcels are buildable due to environmental situations and adequate facilities for water and sewer.

