



## ALPINE TOWNSHIP LAND DIVISION / BOUNDARY ADJUSTMENT APPLICATION INSTRUCTIONS

5255 Alpine Ave. NW • Comstock Park, MI 49321 • (616) 784-1262 • Fax (616) 7841234 • [www.alpinetwp.org](http://www.alpinetwp.org)

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**Approval of a land division is required before a new parcel is created or sold** to another party. Approvals of lot line/boundary shifts are also required prior to new lot configurations being created. Please note that divisions of land sold and recorded prior to receiving land division approval from the Township are illegal and may cause considerable delay in the processing of the deeds.

### **PRE-APPLICATION MEETING:**

**A pre-application meeting with staff is strongly encouraged** as it will give the Township and applicant an opportunity to discover and discuss issues that may arise later in the review process. Identification of issues of concern and proposed methods of resolving them should help to expedite the review process. No survey is required for these meetings. Please call 784-9090 to schedule a Pre-Application Meeting with Sue Becker, Planning Director.

### **BEFORE SUBMITTING YOUR APPLICATION:**

- All delinquent taxes owed, special assessment installments due or other indebtedness owed to the Township must be paid in full to prior to application.
- Your surveyor will need the list of items to be included on the survey/accurate map prior to starting survey work (the list is in Section 5 of the application).
- New parcels, excluding the remainder, may not have a depth to width ratio greater than 4 to 1. Lot width and depth are defined in Chapter 1 of the Township Zoning Ordinance.
- All properties within the A, Agricultural zoning district are also governed by Township sliding scale land division provisions. These provisions, adopted in 1989, are intended to protect agricultural land. Please contact the Planning Director at 784-9090 for further information.
- For agricultural property enrolled in PA 116 (The Farmland & Open Space Preservation Program), there are separate requirements to split a Farmland Agreement or to be released from the program. For more information, please contact the Michigan Dept. of Agriculture at (517) 284-5663 or [www.michigan.gov/farmland](http://www.michigan.gov/farmland).
- All non-farm accessory buildings such as garages are not permitted on vacant parcels.
- Property owners without public sewer are strongly encouraged to have the property perked prior to land division application. The Kent County Health Dept. can be reached at 632-6900.
- In cases where steep grades on public roads are involved, make sure you are able to obtain a driveway permit from the Kent County Road Commission (242-6900).

Please completely fill out this application; attach the required documentation and appropriate fee and return all the items to the Planning Department at the above address. If you have any questions, please call the Planning Director, Sue Becker at (616) 784-9090.

Incomplete applications will be delayed or returned. When a survey is provided, staff has 45 days to review a complete application, so plan accordingly.

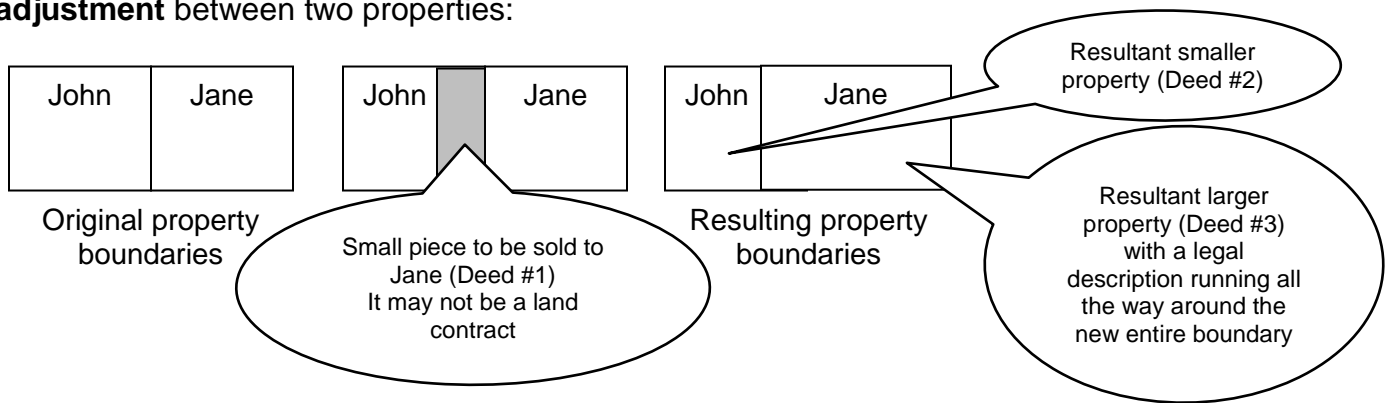
**TOWNSHIP REVIEW:**

- The Township Treasurer will check the status of property taxes, special assessments and other debts owed to the Township.
- The Township Assessor will check for violations of the Plat Act and adequacy of the legal descriptions.
- The Planning Director will check for compliance with the Zoning Ordinance and to assure that each lot has access to a public or approved private road.

**APPLICANT’S RESPONSIBILITIES AFTER TOWNSHIP APPROVAL:**

The Township’s approval form will highlight two phrases that are required by state law to be included on all deeds. It is advisable for you to take to **your title company a copy of all approval information the Township sends to you. The applicant is responsible for creating the required deeds and recording them with the Kent County Register of Deeds within 90 days of Township approval.** The Register of Deeds is located at 300 Monroe Ave. NW, Grand Rapids (632-7610).

The following is an example of the necessary **deeds** the Township requires for a **boundary adjustment** between two properties:



If you, your Title Company or attorney have questions regarding deeds, please call the Township Assessor, Julie Bulerski at 784-1262.

After all required deeds have been recorded by the applicant, the Assessor will notify the Kent County Property Description and Mapping department of the legal description changes, which begins the County process of creating new tax parcel numbers that will be used the following year.

Land divisions are placed on the tax roll at the end of each calendar year; therefore, property tax bills will continue to be sent to the original property owner until the following calendar year. You will need to make appropriate arrangements with your buyer at closing for payment of taxes.

APPLICANT TO KEEP THESE INSTRUCTIONS

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**SECTION 1 PROPERTY OWNER(S) INFORMATION**      Application Date: \_\_\_\_\_

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

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**SECTION 2 APPLICANT INFORMATION** (if different from Property Owner)

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

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**SECTION 3 CURRENT PARCEL INFORMATION**

Parcel number(s) and address(es) of parcel(s) involved in the request.

41-09-\_\_\_\_ - \_\_\_\_ - \_\_\_\_      Address #1 \_\_\_\_\_

41-09-\_\_\_\_ - \_\_\_\_ - \_\_\_\_      Address #2 \_\_\_\_\_

41-09-\_\_\_\_ - \_\_\_\_ - \_\_\_\_      Address #2 \_\_\_\_\_

Briefly describe your request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**OFFICE USE ONLY**

**1997 Parent Parcel or Parent Tract Information**

41-09-\_\_\_\_ - \_\_\_\_ - \_\_\_\_      Address \_\_\_\_\_

41-09-\_\_\_\_ - \_\_\_\_ - \_\_\_\_      Address \_\_\_\_\_

41-09-\_\_\_\_ - \_\_\_\_ - \_\_\_\_      Address \_\_\_\_\_

CK # \_\_\_\_\_

AMT \$ \_\_\_\_\_

Rcvd By \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION 4 PROPOSAL**

1. Are there any delinquent taxes owing, special assessment installments due or other indebtedness owed to the Township on the parent parcel(s)? If you answer "yes" this application will not be accepted until all taxes, special assessment installments or other debts are paid in full.  Yes  No
  
2. School District(s): \_\_\_\_\_
  
3. Current Zoning designation \_\_\_\_\_ Please note that land divisions in the A, Agricultural zoning district are also governed by Township sliding scale land division provisions. Please consult with the Planning Director for further information.
  
4. Have you notified your lending institution of this requested land division or boundary shift?  Yes  No
  
5. If agricultural property, is any portion of the land to be divided enrolled in PA 116, The Farmland & Open Space Preservation Program?  Yes  No  
If yes, contact the Michigan Dept. of Agriculture, Environmental Stewardship Division.
  
6. Total number of **resulting** parcels, *including* those to be retained by owner: \_\_\_\_\_
  
7. The parcels created by this division will have access to an existing public road by:  
 Each parcel will have access to an existing public road.  
 Each parcel will have access to a new approved public road.  
 Each parcel will have access to an existing approved private road which connects to an existing public road and meets the current standards for the private roads as described in the Alpine Township Zoning Ordinance.  
 Each parcel will have access to a proposed private road which will connect to an existing public road. Township approval of the proposed private road and subsequent construction or financial assurance of it is required prior to land division approval.
  
8. Enter the number of sites which are intended for each of the following uses:  
 Agricultural                       Residential                       Greenway/Open Space  
 Commercial                       Industrial                       Other
  
9. Where relevant, provide an accurate history of the property including information relating to underground storage tanks, dumps, contamination, deed restrictions, easements, burial sites, and etcetera \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 5 REQUIRED ATTACHMENTS** (All attachments must be included with your application)

1. \_\_\_\_\_ **Proof of fee ownership** of the proposed land to be divided (i.e. copy of the **current deed**). If the property owner(s) and applicant are different, a letter of authorization from the property owner(s) must be included. In the case of executorships or similar situation, you must provide the appropriate legal documentation.
2. \_\_\_\_\_ A stamped **survey** of the land proposed to be divided, prepared pursuant to the survey map requirements of PA 132 of 1970 as amended, by a land surveyor licensed by the State of Michigan showing:

*Share this list with your surveyor*

- \_\_\_\_\_ a) **Legal descriptions** of **each** resulting parcel, including those to be retained by the owner.
- \_\_\_\_\_ b) Lot dimensions of each resulting parcel, including those to be retained by the owner.
- \_\_\_\_\_ c) Lot area, **excluding** public road right-of-way and private road easements, of each resulting parcel, including those to be retained by the owner.
- \_\_\_\_\_ d) Each individual lot must be labeled with a letter, numeral or address (example: A, B and C or 1, 2 and 3) and its proposed use (example: agricultural, residential, commercial, industrial, greenway/open space, or other).
- \_\_\_\_\_ e) Locations of all existing improvements (buildings, wells, septic systems). Setbacks of existing structures from any new or changed property line and/or proposed public or private road must be labeled. Also, remember power companies may have their own setbacks from power lines.
- \_\_\_\_\_ f) An illustrated and labeled building envelope designed according to zoning district setback requirements and that is outside wetlands, floodplains, and other areas where buildings are prohibited.
- \_\_\_\_\_ g) Location and legal description(s) of existing/proposed access easements and road rights-of-way.
- \_\_\_\_\_ h) Locations of all natural or man-made water bodies (streams, wetlands, drains, ponds, lakes)

Please send a digital copy of the survey to [j.bulerski@alpinetwp.org](mailto:j.bulerski@alpinetwp.org)

**OR:** In lieu of such survey, at the applicant's option, the applicant may waive the 45 day statutory requirement for a decision on the application and submit an **accurate map** drawn to scale of not less than 1"= 60' including an accurate legal description of each proposed division, and showing the boundary lines, dimensions, easements and the accessibility of each division from existing or proposed public roads for automobile traffic and public utilities and items a - h above.

I do hereby waive the 45 day time limit \_\_\_\_\_

(signature)

3. \_\_\_\_\_ A completed **Form L-4260A** (attached to this application). Clearly identifying the number of remaining division rights under state law each parcel is to receive.
4. \_\_\_\_\_ A detailed **history of prior land division(s)** since March 31, 1997. Copies of the relevant deeds will need to be supplied. A title search on the part of the applicant may be necessary, which takes time, so plan accordingly.
5. \_\_\_\_\_ An **application fee** (checks payable to Alpine Township):
  - Lot line/boundary shift or the creation of two resulting parcels: **\$200.00**, and **\$100.00** for each additional parcel
  - Complicated divisions may require escrow monies to be deposited with the Township.

**SECTION 6 AFFIDAVIT AND PERMISSIONS**

Please read the following statement(s) carefully before signing.

***I agree that all statements made on this application are true, and if found not to be true, this application and any approval(s) granted are void.***

- *Further, I agree to comply with the conditions and regulations provided with this parent parcel or parent tract division.*
- *Further, I agree to give permission for officials of the municipality, county, and the State of Michigan to enter the property where this parcel or tract division is proposed, for purposes of inspection, to verify that the information on the application is correct, at a time mutually agreed upon with the applicant.*
- *Further, I understand that any permit hereunder only constitutes approval to create a land division pursuant to the State Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended {particularly by P.A. 591 of 1996}, MCL 560-101, et. Seq.), and does not provide, constitute, infer, or imply use of zoning approval of any such division, easement, or resulting parcels, or constitute, infer, or imply buildability or compliance with any applicable statute, law, building code, deed restriction, or property right. \_\_\_\_\_ (owner's initials)*
- *Finally, even if this division is approved, I understand local zoning ordinances, and State Acts change from time to time, and if changed, the divisions made here must comply with the new requirements (i.e., apply for division approval again), per the Alpine Township Land Division Ordinance. \_\_\_\_\_ (owner's initials)*

Property Owner(s)'s

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Applicant's

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return the completed application and all required information to:**

Alpine Township Planning Director  
Alpine Township Center  
5255 Alpine Ave. NW  
Comstock Park, MI 49321

**Approved:**

PLANNER: \_\_\_\_\_  
Susan Becker \_\_\_\_\_ date

ASSESSOR: \_\_\_\_\_  
Julie Bulerski \_\_\_\_\_ date

TREASURER: \_\_\_\_\_  
James Townsend \_\_\_\_\_ date

For property taxes, special assessments and other debts owed to the Township

Revised: 1/17/19

## NOTICE TO ASSESSOR OF TRANSFER OF THE RIGHT TO MAKE A DIVISION OF LAND

*Issued under authority of Land Division Act (P.A. 288 of 1967 as amended by P.A. 87 of 1997) . Filing is mandatory.*

This form must be filed by an owner of a parent parcel or parent tract of land when the owner creates a parcel from the parent parcel or parent tract and transfers the right to make a further division to the owner of the created parcel. This form must be filed within 45 days of the transfer of the right to make a division. This form must be filed with the assessor of the city or township where the property is located.

1. Street Address of Parent Parcel or Parent Tract	2. County	4. Date of Transfer of Right to Make a Division
3. City/Township/Village Where Real Estate is Located		<p><b>PIN</b>, this number ranges from 10 to 25 digits. It usually includes hyphens and sometimes includes letters. It is on the property tax bill and on the assessment notice.</p>
<input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		
5. Property Identification Number (PIN) of Parent Parcel or Parent Tract. If you don't have a PIN, attach legal description.		
6. Name of Owner of Parent Parcel or Parent Tract	Address of Owner of Parent Parcel or Parent Tract	
7. Property Identification Number (PIN) of Created Parcel if PIN has already been assigned.		
8. Name of Owner of Created Parcel	Address of Owner of Created Parcel	

**THE FOLLOWING QUESTIONS MUST BE ANSWERED.**

1. Did the parent parcel or parent tract have any unallocated divisions under the Land Division Act, P.A. 288 of 1967, MCL 560.101 to 560.293? Check appropriate box below:

YES

NO

If the YES box was checked, go to question 2. If the NO box was checked, go to question 3.

2. How many unallocated divisions did the parent parcel or parent tract have prior to this transfer?

Enter number here \_\_\_\_\_.

3. Were there any unallocated divisions transferred to the newly created parcel?

YES

NO

If the YES box was checked, go to question 4. If the NO box was checked, go to the signature area of the form.

4. How many unallocated divisions were transferred to the newly created parcel? Enter number here \_\_\_\_\_.

**CERTIFICATION**

I certify that the information above is true and complete to the best of my knowledge.

Signature of Owner of Parent Parcel or Parent Tract	Date	If Signer is other than the owner, print name and title
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## INSTRUCTIONS

This form must be filed by an owner of a parent parcel or parent tract of land when the owner creates a parcel from the parent parcel or parent tract and transfers the right to make a further division(s) to the owner of the created parcel.

Example: The owner of a parent parcel 10 acres in size is selling off a created parcel 2 1/2 acres in size. In this example the 10 acre parent parcel qualifies under the Land Division Act to make four (4) divisions before platting is required. Therefore, two (2) more divisions may be made before platting is required.



The owner of the parent parcel who sold the 2 1/2 acre parcel can keep the authority to make two (2) additional divisions or may convey the authority to make one or both of the additional divisions to the owner of the created parcel.

If the owner of the parent parcel conveys the authority to make one or both additional divisions to the owner of the 2 1/2 acre created parcel, this form (L-4260a) must be filed with the local assessor within 45 days of that action.

**This form must also be filed when the owner of a parent parcel or parent tract conveys the parent parcel or parent tract, and also transfers the right to make further divisions to the new owner of the parent parcel or parent tract.**

**For more information about the Land Division Act, you may contact the Subdivision Control Section of the Department of Consumer and Industry Services at (517) 334-7750.**

### Excerpt from P.A. 87 of 1997

Sec. 109(2) The right to make divisions exempt from the platting requirements of the act under section 108 and this section can be transferred, but only from a parent parcel or parent tract to a parcel created from that parent parcel or parent tract. A proprietor transferring the right to make a division pursuant to this subsection shall within 45 days give written notice of the transfer to the assessor of the city or township where the property is located on the form prescribed by the state tax commission under section 27a of the general property tax act, P.A. 206 of 1893, MCL, 211.27a. The state tax commission shall revise the form to include substantially the following questions in the mandatory information portion of the form:

(a) "Did the parent parcel or parent tract have any unallocated divisions under the land division act, P.A. 288 of 1967, MCL 560.101 to 560.293? If so, how many?"

(b) "Were any unallocated divisions transferred to the newly created parcel? If so, how many?"