



## VERGENNES TOWNSHIP

### LAND DIVISION/TRANSFER/COMBINATION APPLICATION

Approval of a land division, combination or parcel line boundary change (land transfer) is required before the newly described parcel, or portion thereof, is transferred to another party. Please answer all questions and include all appropriate attachments or this application will be returned as incomplete.

Completed applications shall be filed with the TOWNSHIP ASSESSOR,  
VERGENNES TOWNSHIP 69 Lincoln Lake Ave NE PO BOX 208, Lowell MI 49331. Ph. 616.421.9185  
Approval requires compliance with the Land Division Act (public Act 591 of 1996 of the State of Michigan)

Date Received:

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#### PROPERTY OWNER:

Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_

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#### PARENT PARCEL(S) TO BE SPLIT (list all) :

Parcel Number 41-16-\_\_\_\_ - \_\_\_\_ - \_\_\_\_ Address \_\_\_\_\_

Parcel Number 41-16-\_\_\_\_ - \_\_\_\_ - \_\_\_\_ Address \_\_\_\_\_

Parcel Number 41-16-\_\_\_\_ - \_\_\_\_ - \_\_\_\_ Address \_\_\_\_\_

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#### PROPOSAL:

Please check one of the following that best describes your proposal.

\_\_\_\_ Parcel line boundary change

\_\_\_\_ Combination of 2 or more parcels.

\_\_\_\_ Division of Land

\_\_\_\_ Other (please describe) \_\_\_\_\_

**BASE FEE: \$25 PER PARCEL, MINIMUM \$50 PAYABLE TO VERGENNES TOWNSHIP.**

Please answer all of the following:

A – Number of new parcels requested: \_\_\_\_\_

B – Intended use of new parcels (residential, commercial, etc.) \_\_\_\_\_

C – Intended use of remaining parcel(s) (residential, commercial, etc.) \_\_\_\_\_

D – The division of each parcel provides access as follows (check one)

a. \_\_\_\_\_ Each new division has frontage on existing public road  
Name roads \_\_\_\_\_

b. \_\_\_\_\_ A new public road – Proposed Name \_\_\_\_\_

c. \_\_\_\_\_ A new private road – Proposed Name \_\_\_\_\_  
If New Road – Attach legal description

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**IMPROVEMENTS:**

Describe all existing improvements (type and size of buildings and other improvements) and indicate which parcel the improvements will be associated with after the land division is completed.

**ATTACHMENTS:**

A – A scale drawing that complies with the requirements of PA 132 of 1970 as amended, for proposed divisions of the parent parcel showing:

1 – Current Boundaries

2 – All previous divisions made after March 31, 1997 (indicate date or “none”)

3 – The proposed division

4 – Dimensions of the proposed division

5 – Existing and proposed road/easement right-of-ways

6 – Easements for public utilities

7 – Existing improvements (buildings, land improvements etc.)

8 – Legal Descriptions of ALL resulting parcels (**including acreage for each ppn**)

B – Proof of Fee Ownership: Deed, Land Contract, etc.

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CERTIFICATION:

I have attached land survey and all requested documents, I agree the statements made in this application are true and understand if found not to be true this application and approval will be void.

I agree the statements made on this document are true and if found not to be true, this application and any approvals will be void.

I agree to give permission for officials of the municipality to enter onto property involved in this application for purposes of inspection, to verify the information on the application is correct, at a time mutually agreed upon with the applicant.

Further, I understand that any approval hereunder only constitutes approval of requested legal descriptions and does not provide, constitute, infer or imply buildability or compliance with any applicable stature, law, building code, deed restriction or property right.

Further, I understand the Land Division/Transfer/Combination application per the Public Act, may take up to 45 days to be processed. Further, I understand that property tax bills may be issued using the parent parcel(s). I agree to have the tax bills and other City liens charged/billed during this period paid by the appropriate party.

**Further, I understand that deed(s) indicating the new parcel configurations with new legal descriptions will be recorded with the Kent County Register of Deeds office within 60 days of Approval of this Application or this application will be null and void.**

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***Pursuant to House Bill 4055 of 2019:***

**Applicant shall obtain and submit with this application a completed “Land Division Tax Payment Certification Form” <https://www.accesskent.com/Departments/Treasurer/pdfs/Land-Division-Certification.pdf> from the Kent County Treasurers office to certify proceeding taxes for parcels involved in this application have been paid and further the applicant ensures all in process taxes are or will be paid through the end of the assessment/tax cycle. If all taxes are not paid when the subsequent Assessment Roll is established in February each year, this application will be null and void.**

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**A valid Kent County Land Division Tax Payment Certification obtained from the County Treasurer’s Office should be included with this application**

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***Pursuant to PA 132 often referred to as the “Survey Act”. The law states that the survey shall be recorded.***

Property Owner Name Printed \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Name Printed \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

VERGENNES TOWNSHIP  
LAND DIVISION APPLICATION CONTINUED...

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FOR OFFICE USE ONLY:

Application Received by \_\_\_\_\_ Date \_\_\_\_\_

Zoning Administrator Approval:

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Assessor Approval:

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

**Completed Kent County Land Division Tax Payment Certification obtained from the County Treasurer's Office with fees already paid to the County is included with this application \_\_yes  
\_\_no**

Date sent to Kent County Property Description and Mapping: \_\_\_\_\_

Date of Approval of Complete Application: \_\_\_\_\_

Date Denial letter sent to Applicant: \_\_\_\_\_

Date Approval letter sent to Applicant: \_\_\_\_\_

Updated June 21, 2021