



*City Assessor*

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## LAND DIVISION/LOT LINE ADJUSTMENT APPLICATION

This application must be complete. All questions must be answered and all attachments must be included with this application or the parcel split being applied for will be **delayed** or **denied**. Incomplete applications will be returned to the applicant.

Note: A separate application must be filed for each parcel to be split.

Return this application to: Assessors Department  
City of Cedar Springs Offices  
66 S Main St  
PO Box 310  
Cedar Springs MI 49319  
(616) 696-1330

### Section 1. Location of Parcel(s) to be split:

Address: \_\_\_\_\_

Parcel # 41-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_

Legal Description of Parcel(s) to be split: (attach extra sheet if needed)

### Section 2. Property owner/applicant information:

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_

**Section 3. Proposal:**

Number of Parcels created by this split: \_\_\_\_\_

Intended use Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Other (describe) \_\_\_\_\_

The parcels created by this division will have access to an existing public road by: (check one)

\_\_\_\_\_ 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 a new approved private road which will connect to an existing public road and meet the standards for the private roads as described in the City of Cedar Springs Private Road Ordinance.

Note: Include legal description and copy of sealed survey for proposed new approved public or private roads with this application.

**Section 4. Development Site Limits:**

(Check each condition, if any, that may apply to the parcel being split.)

The parcel: \_\_\_\_\_ is located within 500 ft of a lake, stream, drain, or wetland.

\_\_\_\_\_ Is located in part or wholly within a floodplain.

**Section 5. Attachments:** (all attachments must be included with this application.)

\_\_\_\_\_ A **survey**, sealed by a professional surveyor, of the proposed parcel division(s).

**OR** \_\_\_\_\_ An **accurate map** drawn to scale of the proposed parcel division(s).

The survey or map must show:

1. The proposed division(s).
2. Dimensions of the proposed division(s).
3. Existing and proposed road easement rights-of-way.
4. Easements for proposed public utilities to each parcel.
5. Any and all existing improvements (buildings, driveways, etc.)
6. Any lakes, streams, ponds, wetlands, etc.
7. Any previous divisions made since March 31, 1997.

\_\_\_\_\_ **Proof of ownership** of the parcel to be split (if applicant is not the current owner of record per City Tax Records a signed application must be included with the current owners' signatures).

\_\_\_\_\_ **Legal descriptions** for each parcel resulting from this land division.

\_\_\_\_\_ **A fee of \$100.00** for each **new** parcel number resulting from this land division.

\_\_\_\_\_ **Proof of paid property taxes and special assessments** for the preceding five years. Provide the Land Division Tax Payment Certification Form for Kent County Treasurer's Office (see attached) with the fee.

**Section 6. Affidavit:**

I, the applicant, declare the above statements to be true, and if any statement is found to be not true, I understand this application and any approval will be void. Further, I agree to comply with the conditions and regulations governing land divisions in the State of Michigan and the City of Cedar Springs. Further, I agree to give permission for officials of the City, Kent County, and the State of Michigan to enter the property where this land division is proposed for purposes of inspection to verify that the information contained in this application is correct. Further, I understand that this is only a land division and that approval of this division does not imply that the resulting parcels comply in any way with local building codes, zoning restrictions, or recorded plat restrictions or covenants, Finally, I understand that state acts and local regulations can change and if changed before an approved division(s) is recorded with the Kent County Register of Deeds Office, then the division(s) applied for must comply with the new requirements.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

-----**For Office Use Only**-----

**Section 7. Reviewer's action:**

Total Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_

Application Date: \_\_\_\_\_ (date stamp here)

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

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

Reason for denial: \_\_\_\_\_

\_\_\_\_\_



**KENNETH D. PARRISH**  
Kent County Treasurer  
300 Monroe Avenue NW  
Grand Rapids, MI 49503  
Phone (616) 632-7500 Fax (616) 632-7505

### Land Division Tax Payment Certification Form

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

Owner Address: \_\_\_\_\_

Owner City, State, Zip: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property City, State, Zip: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_

Attach a description of the parcel(s) to be split, combined, adjusted or changed.  
This form must also be accompanied by a receipt or check for the \$5.00 certification fee.

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**CERTIFICATION DENIED**

The Kent County Treasurer's Office has found delinquent taxes on the parcel listed above and cannot issue a certification of tax payment.

Delinquent Taxes Owed: \_\_\_\_\_

**CERTIFICATION APPROVED**       **CERTIFICATION FEE OF \$5 COLLECTED**

Pursuant to House Bill 4055, the Kent County Treasurer's Office certifies that all property taxes and special assessments due to the above parcel subject to the proposed division for the five years preceding the date of the application have been paid. This certification does not include taxes, if any, now in the process of collection by the City, Village or Township Treasurer.

Certified by: \_\_\_\_\_ Date Certified: \_\_\_\_\_