

LOT SPLIT AND COMBINATION APPLICATION

City of Grand Haven, 20 N. Fifth Street, Grand Haven, MI 49417

Phone: (616) 847-3490 Fax: (616) 844-2051 Website: www.grandhaven.org

Please contact the City of Grand Haven Zoning Administrator with the details of the lot split and/or combination request. The nature of the request will dictate the approval process. Lot splits and/or combinations are NOT legal/valid without approval by either the Zoning Administrator or the Planning Commission.

If the Zoning Administrator determines that the lot split and/or combination can be done administratively, please proceed to page 3 of this application packet. To submit for an administratively approval, please complete the application and submit along with one copy of the proposed survey and applicable fee to the Planning & Community Development Department.

If the Zoning Administrator determines that the lot split requires the approval of the Planning Commission, please review the following information.

The City of Grand Haven Planning Commission meets in a regular session on the second Tuesday of each month at 7:30 p.m. in the City Council Chambers, 519 Washington, Grand Haven, Michigan.

Materials related to requests for Board action, including any required fees, must be filed at the Planning Department located at 20 N. Fifth Street, Grand Haven, Michigan, 49417. Questions may be directed to Kristin Keery, City Planner, at 616.847.3490.

Filing requests which are not complete or which are not filed by the meeting deadline, as determined by the City Planner, will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.

Filing deadlines are established:

- To comply with various Ordinance requirements;
- To permit adequate time for staff to arrange the notice for publication as may be required;
- To permit adequate time for staff to arrange the mailing of notices as may be required;
- To permit adequate time for the Board and staff to review the filed materials.

Filing deadlines are established at **25 calendar days** prior to the Board meeting.

Filing deadline	Meeting Date
January 20, 2012	February 14, 2012
February 17, 2012	March 13, 2012
March 16, 2012	April 10, 2012
April 13, 2012	May 08, 2012
May 18, 2012	June 12, 2012
June 15, 2012	July 10, 2012
July 20, 2012	August 14, 2012
August 17, 2012	September 11, 2012
September 14, 2012	October 09, 2012
October 19, 2012	November 13, 2012
November 16, 2012	December 11, 2012



LOT SPLIT APPLICATION PROCESS (see Chapter 23 of the Grand Haven Code of Ordinances)

1. **Step 1 - Application for Lot Split is filed:** An application is deemed complete upon submission and acceptance of the completed application form and all required documentation. Incomplete submissions will receive a list of items needed to make the submittal complete. Once an application is deemed complete, a petitioner will be scheduled on the next available Planning Commission's agenda. The meeting shall be held within forty-five (45) days of the date of the receipt of the complete plans and completed application.
2. **Step 2 – Staff Review:** The application and accompanying survey is reviewed by the Zoning Administrator for compliance with all applicable sections of the zoning ordinance and Subdivision & Utility Ordinance.
3. **Step 3 – Planning Commission meeting:** A meeting shall be scheduled for a review of the application, plans, and of the recommendation of the Zoning Administrator. The applicant will be notified of the date, time and place of the meeting on the application not less than three (3) days prior to such date.



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1. Property Information

Address/location of property: _____

Name of Owner: _____ Phone #: _____

Zoning District: _____

2. Proposal

Description of request: _____

Parcels affected: _____ and _____

The division of the parcel provides access to an existing public road by: (check one)

- Each new division has frontage on existing public road
- A new public road – proposed road name: _____
- A new private road or easement – proposed road name: _____
- A new shared residential driveway

3. Development Site *(check each the represents a condition which exists on the parent parcel)*

Any part of the parcel:

- Is in a DEQ critical dune area
- Is riparian (river or lakefront parcel)
- Is affected by a Lake Michigan High Risk Erosion setback
- Includes a wetland
- Is within a floodplain
- Is known or suspected to have an abandoned well, underground storage tank or contaminated soils

4. Required Attachments

Unless waived by the Zoning Administrator, the following information is required:

- A. A survey sealed by a professional surveyor or proposed division of parent parcel. The survey must include:
 - 1) Date, north arrow and scale
 - 2) Existing and proposed lot lines and dimensions
 - 3) Existing and proposed road/easement rights-of-way
 - 4) Existing utilities
 - 5) Easements for public utilities from each parcel to existing public utility facility
 - 6) Any existing improvements (building, wells, septic system, driveways etc.)
 - 7) A copy of all existing and/or proposed restrictions or covenants, which apply to the land
 - 8) Any features checked in Question 3
 - 9) Zoning Classification of each new parcel and all abutting parcels
- B. A soil evaluation or septic system permit for each proposed parcel prepared by the Health Department, or evidence that each proposed parcel is capable of being readily serviced by a public sewer system
- C. A legal description of the proposed parcels



5. Recording

All approved land divisions must be recorded with 90 days of approval or the land approval will be null and void.

6. Fees

\$150

Signature of Property Owner: _____ Date: _____

Print Name: _____

Office Use Only

Date Received: _____ Fee: _____

Date of Approval: _____ conditions, if any: _____

Date of Denial: _____ reasons: _____

Signature: _____

