

# Portland Township Parcel Division/ Boundary Adjustment Application

You must answer all questions **and** include all attachments **or this will be returned to you.** Mail to:  
Portland Township, Jason Kohagen, Po Box 35 Westphalia, MI 48894

**Approval of a division of land is required before it is sold, when a new parcel is less than 40 acres (Sec 102 e & f)**

*This form is designed to comply with Sec. 108 and 109 of the Michigan Land Division Act (formerly the subdivision control act P.A.288 of 1967 as amended particularly by P.A 591 of 1996 and PA 87 of 1997, MCL 560.101 et.seq.)*

**(Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.)**

## 1. LOCATION of PARENT Parcel or Parcels to be divided:

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

**PARENT PARCEL IDENTIFICATION NUMBER:** \_\_\_\_\_

Parent Parcel Legal Description (DESCRIBE OR ATTACH):

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

## 2. PROPERTY OWNER INFORMATION:

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

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ Zip Code: \_\_\_\_\_

## 3. PROPOSED DIVISION(S) TO INCLUDE THE FOLLOWING:

A. Number of new Parcels \_\_\_\_\_

B. Intended use (residential, commercial, etc.) \_\_\_\_\_

C. Each proposed parcel, has a depth to width ratio of not more than 4 to 1.

D. Each parcel has a width (road frontage) of \_\_\_\_\_

AG District

(d) LOT AREA - The minimum lot area shall be one acre with a minimum of 150 feet of lot width at the minimum required building setback line. The lot area may include road right-of-way if it is noted in the legal description for the lot.

R-1 District

(d) LOT AREA-

(1) For single family dwellings without public sewer and water, the minimum lot area shall be 30,000 square feet with a minimum of 132 feet of lot width at the minimum required building setback line.

(2) For single family dwellings with either public sanitary sewer or public water or a community septic or well system the minimum lot area shall be 20,000 square feet with a minimum of 100 feet of lot width at the minimum required building setback line.

(3) For single family dwellings with both public sanitary sewer and water or a community septic and well system the minimum lot area shall be 12,000 square feet with a minimum of 80 feet of lot width at the minimum required building setback line.

(4) For two family dwellings with or without public sanitary sewer or water the minimum lot area shall be 30,000 square feet with a minimum of 132 feet of lot width at the minimum required building setback line.

R-2

(d) LOT AREA - The minimum lot area in this district shall be as follows:

(1) Two family dwellings shall have a minimum lot area of 30,000 square feet with a minimum lot width of 132 feet at the minimum required building setback line.

(2) Multiple family dwellings shall have a minimum lot area of 7,260 square feet per dwelling unit with a lot width of not less than 200 feet at the building line.

Comm. District – none

Industrial District

(d) LOT AREA - The minimum lot area shall be two acres with a minimum lot width of 200 feet.

E. Each parcel has an area of ( \_\_\_\_\_ )

F. The division of each parcel provides access as follows: (check one)

\_\_\_ Each new division has frontage on an existing public road. Road name: \_\_\_\_\_

\_\_\_ A new public road, proposed road name: \_\_\_\_\_

\_\_\_ A new private road, proposed road name: \_\_\_\_\_

\_\_\_ Existing private road. \_\_\_\_\_

G. Describe or attach a legal description of proposed new road, easement or shared driveway:

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

H. Describe or attach a legal description for each proposed new parcel and remainder parcel.

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

**4. FUTURE DIVISIONS** being transferred from the parent parcel to another parcel.

Indicate number transferred \_\_\_\_\_ (See section 109 (2) of the Statute. Make sure your deed includes both statements as required in 109 (3 & 4) of the Statute.)

Remaining splits \_\_\_\_\_

**5. DEVELOPMENT SITE LIMITS** (Check each which represent a condition that exists on the parent parcel:

- \_\_\_\_\_ Waterfront property (river, lake, pond etc.) \_\_\_\_\_ Includes wetlands  
\_\_\_\_\_ Is within a flood plain \_\_\_\_\_ Includes a beach  
\_\_\_\_\_ Is on muck soils or soils known to have severe limitations for on-site sewage system

**6. ATTACHMENTS** - All the following attachments **MUST** be included. Letter each attachment as shown:

A. A scale drawing or survey for the proposed division(s) of the parent parcel showing:

- (1) current boundaries (as of March 31, 1997), and
- (2) all previous divisions made after March 31, 1997 (indicate when made or none), and
- (3) the proposed division(s), and
- (4) dimensions of the proposed divisions and length of road frontage(s), and
- (5) existing and proposed road/easement right-of-way(s), and
- (6) easements for public utilities from each parcel that is a development site to existing public utility facilities with a minimum requirement of 66 ft, and
- (7) any existing improvements (buildings, wells, septic system, driveways, etc.)
- (8) any of the features checked in question number 5.
- (9) legal descriptions of proposed parcels and remainder parcel.

B. Indication of approval, or permit from the appropriate County Road Commission or Michigan Department of Transportation, that a proposed driveway, shared driveway easement or private road easement provides vehicular access to an existing road or street that meets applicable location standards for access. Note on the plans if there is an existing driveway or existing easement that provides vehicular access to an existing road or street and meets the location standards to serve the new parcel(s). If an area can meet the location standards and be suitable to provide a driveway, the split request may be approved.

From Act:

- (j) "Accessible", in reference to a parcel, means that the parcel meets 1 or both of the following requirements:
- (i) Has an area where a driveway provides vehicular access to an existing road or street and meets all applicable location standards of the state transportation department or county road commission under 1969 PA 200, MCL 247.31 to 247.329, and of the city or village, or has an area where a driveway can provide vehicular access to an existing road or street and meet all such applicable location standards.
- (ii) Is served by an existing easement that provides vehicular access to an existing road or street and that meets all applicable location standards of the state transportation department or county road commission under 1969 PA 200, MCL 247.329 and of the city or village, or can be served by a proposed easement that will provide vehicular access to an existing road or street and that will meet all such applicable location standards.
- C. A copy of any reserved division rights (sec. 109 (2) of the act) in the parent parcel.
- D. A fee of \$70.00 plus \$20.00 per additional splits (Check to be made to Portland Township Treasurer).

**7. IMPROVEMENTS** - Describe any existing improvements (buildings, well, septic, etc., which are on the parent parcel or indicate none):\_ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. Acknowledgment-**

The undersigned acknowledges that any approval of the application is not a determination that the resulting parcels such as zoning road frontage, lot sizes, easements and septic suitability comply with other applicable ordinances, rules or regulations which may control the use or development of the parcels. It is also understood that ordinances, laws and regulations are subject to change and that any approved parcel division is subject to such changes that may occur before the recording of the division or the development of the parcels. With my signature I give the municipality officials the right to enter the property for inspections.

Property Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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*For office use only - Reviewer's action:* Total Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_

*Zoning Administrator:* \_\_\_\_\_

*Assessor Signature:* \_\_\_\_\_

*Application Received:* \_\_\_\_\_ *Completed Date:* \_\_\_\_\_ *Approval Date:* \_\_\_\_\_

*Denial Date:* \_\_\_\_\_

*Reasons for denial:* \_\_\_\_\_

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