



CITY OF IONIA
 114 North Kidd Street
 Ionia, Michigan 48846
 (616) 527-4170 – Fax (616) 527-0810

**APPLICATION FOR LOT SPLIT, LOT COMBINATION
 AND LOT RECONFIGURATION**

Submitted Per Chapter 1210 of the City of Ionia City Code

THIS APPLICATION IS FOR (Check one):

- Lot Division/Lot Split \$75 application fee plus \$15 per resulting lot
- Lot Combination \$75 application fee
- Lot Line Relocation \$75 application fee

APPLICANT INFORMATION

Name: _____ Telephone _____
 Address: _____ E-Mail Address: _____
 City: _____ State: _____ Zip: _____

OWNER OF PROPERTY (if different than applicant)

Name: _____ Telephone _____
 Address: _____ E-Mail Address: _____
 City: _____ State: _____ Zip: _____

FOR LOT SPLIT (the lot to be split)

Address or Location of Parcel/Property: _____

Permanent Parcel Number: 34- _____

Current Zoning of Parcel: _____

Parcel Size: _____

Has This Parcel Been Split Before? Yes _____ No _____

If Yes – How Many Times: _____

Number of New Parcels: _____

Each Resulting Parcel Must Be Buildable And Have Access To A Public Street

Check How This Access Is Being Provided –

- Each new parcel has frontage on an existing road
- Each new parcel will have access to a new road
- Each new parcel accesses a private road that leads to a public road
- Each new parcel accesses a public road via a recorded easement

Source of Water and Sewer: _____

FOR LOT COMBINATION (combining two or more lots)

Address or Location
of Parcels/Properties Involved: _____

Permanent Parcel Numbers: 34- _____

34- _____

34- _____

Current Zoning of Parcels (if different between parcels, please specify accordingly): _____

Please provide a brief narrative explaining the rationale behind desire to combine the lots: _____

FOR LOT RECONFIGURATION (relocation of lot lines - two or more parcels)

Address or Location
of Parcels/Properties Involved: _____

Permanent Parcel Numbers: 34- _____

34- _____

34- _____

Current Zoning of Parcels (if different between parcels, please specify accordingly): _____

Please provide a brief narrative explaining the rationale behind desire to reconfigure the size/boundaries of the lots: _____

ATTACHMENTS – Please Provide All Of The Following With Your Application

1. Application fee
2. Proof of ownership interest in the parcel(s) proposed to be reviewed (i.e. deed).
3. In the case of lot splits, a land title search or abstract of title or other evidence that shows that the parent parcel was lawfully in existence for a period of at least 10 years prior to the date of the split application.
4. A tentative parcel map drawn to scale and including the following information:
 - a. Date, north arrow, scale and name of the person or firm responsible for the preparation of the tentative parcel map.
 - b. Proposed boundary lines and the dimension of each parcel.
 - c. An accurate parcel map and legal description of each resulting parcel.
 - d. In the case of a lot split, a drawing or written description of all previous land divisions from the same parent parcel, identifying the number, area and date of each division.

- e. The location, dimensions and nature of proposed ingress or egress from any existing public or private street. If easements are proposed to be used, draft copies of the easements shall be provided for review.
- f. The location of all public utility easements (if any) serving the parcel.
- g. The location of any existing structures and other site improvements along with the setbacks of existing buildings and structures.
- h. In the case of a lot reconfiguration, the drawing shall contain an illustration of the current lot configuration along with the proposed new configuration.
- i. Proof from the County Treasurer that all taxes and special assessments have been paid for the preceding 5 years.

PROCESS

Review: Lot Splits involving 4 or less lots, Lot Combinations and Lot Reconfigurations are handled administratively by review of the City Community Development Director and City Assessor. Lots Splits involving more than 4 lots require review by the City's Planning Commission.

Approval or disapproval of any request shall be made within 45 days after the complete filing of the application. Upon acting on the request, written notice of approval, approval with conditions or disapproval shall be provided.

Appeal: Any applicant aggrieved by any decision under this procedure may file a written appeal of the decision to the City Council within 30 days of the decision.

Not Subject to Review: Divisions involving the creation of a plat as regulated by the City's subdivision ordinance, property developed per the Michigan Condominium Act (PA 59 of 1978, as amended) and mobile home parks developed in accordance with the City's mobile home park district regulations are exempt from the process created by Chapter 1210 of the City Code.

Duration of Approval: A decision approving a land division is effective for 90 days unless all of the following is completed during the 90 day period:

- a. Appropriate deeds are recorded with the Ionia County Register of Deeds.
- b. A survey showing resulting parcels/combination/reconfiguration is recorded with the Ionia County Register of Deeds with copies filed with the City Assessor.
- c. Property corners and survey markers denoting the new parcel(s) are physically placed.

NOTE: Failure to complete these actions within 90 days will result in the revocation of approval.

SIGNATURE

The undersigned attests that the information contained in this application, along with other submittals, is, to the best of his or her knowledge, true and accurate. The undersigned acknowledges that if a lot split, lot line reconfiguration or lot combination is granted or other decisions favorable to the undersigned are rendered, said decision does not relieve the applicant from complying with all other provisions of the City Code.

The undersigned also grants permission for members of the City of Ionia staff, Planning Commission and/or City Council to enter the above described property (or as described in any attachment) for the purposes of gathering information related to this application, request or proposal.

Applicant's Signature
Date: _____

FOR CITY USE ONLY**

Date Received: _____ Fee Paid \$: _____
Date Response Provided to Applicant: _____
Approved: _____
Approved with Conditions: _____
Disapproved: _____

Form Date: December 28, 2007
Revised: December 12, 2019