



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 (ie 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 that all property taxes and special assessments are paid in full.

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