



**CITY OF COOPERSVILLE  
289 DANFORTH STREET  
COOPERSVILLE, MI 49404  
616-997-9731 VOICE ♦ 616-997-6679 FAX**

**APPLICATION FOR LAND DIVISION  
SECTION 1292 OF THE CITY OF COOPERSVILLE CODIFIED ORDINANCE**

**\$300.00**

This form is designed to comply with applicable local zoning, land division ordinances and Section 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, MCL 560 101 et. Seq.) It does not purport however to meet all issues that a local unit may want to address.

All questions must be answered and all attachments must be included for processing of this application. Approval of this application is required before proposed lot splits are sold.

**1. Location of parent parcel to be divided**

Property address: \_\_\_\_\_  
Parent parcel number: \_\_\_\_\_  
Legal Description of parent parcel: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Property owner information**

Full name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**3. Applicant information (if not the property owner)**

Full name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**4. Description of the division(s) being proposed**

- A.  Size of parent parcel: \_\_\_\_\_
- B.  Number of parcels that will be created: \_\_\_\_\_
- C.  Intended use of new parcels (residential, commercial, etc.): \_\_\_\_\_
- D.  The division of the parent parcel provides access to an existing public road by:  
\_\_\_ Each new division has frontage on an existing public road.  
\_\_\_ A new public road, proposed road name\*: \_\_\_\_\_  
\_\_\_ A new private road or easement, proposed road name\*: \_\_\_\_\_

**\*\*\*New road names cannot duplicate an existing road name\*\*\***

**5. Future Land Divisions**

- A.  Divisions that might be allowed but not included in this application? \_\_\_\_\_
- B.  The number of future divisions being transferred from the parent parcel to another parcel? \_\_\_\_\_
- C.  Identify the other parcel: \_\_\_\_\_

Make sure your deed includes both statements as required in Section 109(3) and 109(4) of the P.A. 288 of 1967. If a roadway maintenance agreement is required, provide a copy of that agreement.

**6. Do any of the following conditions apply to the parent parcel?**

- River or creek fronts parcel
- Includes a wetland
- Is within a flood plain
- Includes slopes more than twenty-five percent (1:4 pitch of 14 degree angle) or steeper.
- Is on muck soils or soils known to have severe limitations or on site sewage systems.
- Is known or suspected to have an abandoned well, underground storage tank, or contaminated soil.

**7. Attachments (all attachments must be included).**

- A.  A survey, sealed by a professional surveyor of proposed divisions of parent parcel.  
The survey must show ALL of the following:
  - 1. current boundaries
  - 2. the proposed division
  - 3. dimensions of the proposed divisions
  - 4. existing and proposed road/easement rights-of-way
  - 5. easements for public utilities from each parcel to existing public utilities facilities
  - 6. any existing improvements (building, wells, septic, driveways, etc.)
  - 7. any of the features checked in question number 6
- B.  A Site Plan or drawing, to scale, of the proposed split.
- C.  A soil evaluation or septic system permit prepared by the Health Department for each proposed parcel that is not serviced by a public sewer system.
- D.  An evaluation/indication of approval, or a permit for a well for potable water prepared by the Health Department, for each proposed parcel that is not serviced by a public water system.
- E.  Indication of approval, or permit from the Ottawa County Road Commission, MDOT, or City of Coopersville for each proposed new road, easement or shared driveway.
- F.  A copy of any transferred division rights in the parent parcel.
- G.  A fee of \$300.00
- H.  Other \_\_\_\_\_

**8. Affidavit and permission for municipal, county and state officials to enter the property.**

I agree that the statements made above are true, and if found not to be true this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided with this parent parcel division. Further I agree to give permission for officials for the municipality, county and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify that the information on the application is correct at a time mutually agreed with the applicant.

**The applicant should retain the attached instructions. It is the applicant's responsibility to meet the requirements of the City of Coopersville Zoning Ordinance in all respects. Copies of the Ordinance may be obtained from Coopersville City Hall or [www.cityofcoopersville.com](http://www.cityofcoopersville.com).**

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>		
Date application was filed: _____	Fee \$300.00: _____	Date paid: _____
Land Division:    Approved _____	Denied _____	To County _____
Conditions of approval (if any): _____		
Reasons for denial: _____		
Planning Directors signature: _____	Date: _____	