



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

**APPLICATION FOR LAND TRANSFER  
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 the proposed land transfer can occur.

**1. Location of parent parcels involved**

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

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

**2. Property owners information**

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

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

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

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

**4. Description of the land transfer being proposed**

- A.  Size of parent parcels: \_\_\_\_\_
- B.  Area in sq ft/acreage being conveyed from one parcel to the other w/ dimensions: \_\_\_\_\_
- C.  Intended use of new parcels (residential, commercial, etc.): \_\_\_\_\_
- D.  The resulting parcels after the land transfer will provide access to an existing public road by:  
\_\_\_ Each resulting parcel 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(s) 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 parcels?**

- 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 the proposed land transfer.  
The survey must show ALL of the following:
  1. existing and new legal descriptions
  2. current boundaries
  3. the proposed boundaries with dimensions
  4. dimensions of the area being conveyed from one parcel to the other
  5. existing and proposed road/easement rights-of-way
  6. easements for public utilities from each parcel to existing public utilities facilities
  7. any existing improvements (building, wells, septic, driveways, etc.)
  8. any of the features checked in question number 7
- B.  A Site Plan or drawing, to scale, of the proposed land transfer.
- C.  A soil evaluation or septic system permit prepared by the Health Department for each involved 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 involved 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.  Certification from Ottawa County Treasurer’s Office that no delinquent taxes are owing on the parcels.
- H.  A fee of \$300.00
- I.  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 land transfer. Further I agree to give permission for officials for the municipality, county and the State of Michigan to enter the property where this land transfer 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).**

Property Owner 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant’s Signature (if not a property owner): \_\_\_\_\_ Date: \_\_\_\_\_

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