



Important Notice to Applicants

Per the City of Grand Rapids land division ordinance all current and delinquent invoices (including unpaid property taxes) must be paid in full **before** an application is accepted for review.

Please follow the instructions below.

First, **a lien search is required for each parcel listed on the application.** See attached lien search form, you will need a form for each parcel. (For example, if your application lists 3 parcels then you will need 3 forms).

The applicant fills in only the parcel number and property street address on the form.

Then the **applicant visits** the City of Grand Rapids Treasurer where the Treasurer completes the form while the applicant waits, usually 5-10 minutes. The Treasurer is located on the 2nd floor of City Hall at 300 Monroe Ave NW.

If the Treasurer finds NO amount current or delinquent owing to the City, then the form is signed by the Treasurer, and the form is complete.

Second, **for land division and boundary line changes only, a tax certification is required by the State of Michigan** (House Bill 4055, September 2019). See attached tax certification form.

The process is similar as described above the **applicant visits** the Kent County Treasurer located on the 1st floor of the County Administration Building at 300 Monroe Ave NW. A \$5 fee is required.

Turn in all completed forms with the application. (**Only the original forms are accepted, not copies**).



LAND DIVISION/TRANSFER/COMBINATION APPLICATION

Approval of a land division, combination, or a parcel line boundary change (land transfer) is required before the newly described parcel, or portion thereof, is transferred to another party. **APPLICANTS MUST ANSWER ALL QUESTIONS AND INCLUDE ALL REQUIRED DOCUMENTS AND FEES**, or this application will be **RETURNED AS INCOMPLETE**. Please send the **ORIGINAL COMPLETED APPLICATION** (copies will not be accepted) to:

**Kent County Property Description & Mapping
County Administration Bldg, 3rd Floor
300 Monroe Ave NW
Grand Rapids, Michigan 49503
Phone (616)632-7520**

Approval requires compliance with the Land Division Act (Public Act 591 of 1996 of the State of Michigan), and compliance with the City of Grand Rapids Land Division Ordinance (Chapter 64 of the City Code, Article 3, Sections 5.321 - 5.360).

ADMINISTRATIVE FEES (Made payable to CITY OF GRAND RAPIDS):

<u># of Resulting Parcels</u>	<u>Fee</u>
1	\$ 70.00
2	\$ 70.00
3	\$ 90.00
4	\$110.00
5	\$125.00
Additional over 5	\$ 15.00 each

Additionally, reimbursement of all costs associated with the recording of documents to identify property not in compliance with the Land Division Act and/or City of Grand Rapids Ordinances



SECTION 1: APPLICANT AND OWNER INFORMATION

Applicant Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

IF APPLICANT IS NOT THE OWNER, APPLICANT MUST PROVIDE AUTHORIZATION FORM(S), SIGNED BY EACH PROPERTY OWNER, TO ACT ON OWNER’S BEHALF. SIGNATURES MUST BE ORIGINAL SIGNATURES (COPIES OF FORMS ARE NOT ACCEPTED).

Property Owner Information if Different from Above (if more than one owner ATTACH a separate paper listing each owner’s information.

Owner Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Owner Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____



SECTION 2: PARCEL OR TRACT INFORMATION

Please enter the parcel numbers and property addresses of all parcels involved. The first parcel listed will be considered "primary" for purposes of this application.

	No of RES Unit*	No. of COM Units*
41- _____, St # _____ St _____ Dir _____	_____	_____
41- _____, St # _____ St _____ Dir _____	_____	_____
41- _____, St # _____ St _____ Dir _____	_____	_____
41- _____, St # _____ St _____ Dir _____	_____	_____

*"Residential Units" are houses, apartments, condos or other dwelling units.

*"Commercial Units" are separate business spaces (suites, units, etc)

ATTACH ADDITIONAL SHEETS IF MORE THAN 4 PARCELS ARE INVOLVED

SECTION 3: PROPOSAL

Please check one of the following that best describes your proposal:

- _____ Parcel line boundary change
- _____ Combination of 2 or more parcels
- _____ Division of land
- _____ Other (please describe) _____

Please answer the following:

- A. Total number of resulting parcels including those to be retained by owner: _____
- B. Total number of resulting vacant parcels to be used for development sites: _____
- C. Total number of resulting vacant parcels to be used for passive purposes (non-buildable) _____
- D. Will any of the resulting parcels require the use of or be affected by a proposed or existing easement?
Yes _____ No _____ If yes, easements must be clearly drawn on survey.
- E. Will any of the proposed parcels be affected by existing or proposed deed restrictions that may render a proposed parcel "not buildable"? Yes _____ No _____
- F. Will any existing building be within 30 feet of a proposed lot line? Yes _____ No _____
- G. If you answered "Yes" to question F, what is the use of the building closest to the proposed lot line?
Circle one: 1-2 Family 3+Family Commercial Industrial Institutional Mixed Use

SECTION 4: REQUIRED ATTACHMENTS**For BOUNDARY LINE CHANGE:**

1. A CLEAR AND LEGIBLE survey, drawn to scale, for each EXISTING PARCEL(S) which must include the following:
 - _____ All lot line dimensions of each existing parcel(s)
 - _____ Legal description of each existing parcel(s)

2. A CLEAR AND LEGIBLE survey, drawn to scale, for each RESULTING PARCEL(S) which must include the following:
 - _____ All lot line dimensions of each resulting parcel
 - _____ Legal description of each resulting parcel
 - _____ Location and legal description of existing and/or proposed easements and rights of way.
 - _____ Location of easements for public utilities
 - _____ All existing improvements (buildings, pools, fences, etc.,) drawn to scale and all distances from the improvements to proposed parcel boundaries.
 - _____ The location of well and septic systems

3. If applicable, a copy of all existing or proposed deed restrictions which would render a proposed parcel "not buildable". **NOTE: The City may require that the applicant provide a title search from a title insurance company if it is reasonably necessary to show that previous land divisions or transfers do not preclude the proposed transfer(s) or that there are no deed restrictions which would render a proposed parcel "not buildable".**

4. Proof of ownership if the current owner is different than the owner of record as listed by the City of Grand Rapids Assessor's Department. If a representative of current owner, please provide an Authorization for or Affidavit.

5. A check to the CITY OF GRAND RAPIDS for application fees.

For LAND DIVISION:

1. A CLEAR AND LEGIBLE survey, drawn to scale, for each EXISTING PARCEL(S) which must include the following:
 - _____ All lot line dimensions of each existing parcel(s)
 - _____ Legal description of each existing parcel(s)

2. A CLEAR AND LEGIBLE survey, drawn to scale, for each RESULTING PARCEL(S) which must include the following:
 - _____ All lot line dimensions of each resulting parcel
 - _____ Legal description of each resulting parcel
 - _____ Location and legal description of existing and/or proposed easements and rights of way.
 - _____ Location of easements for public utilities
 - _____ All existing improvements (buildings, pools, fences, etc.,) drawn to scale and all distances from the improvements to proposed parcel boundaries.
 - _____ The location of well and septic systems

3. If applicable, a copy of all existing or proposed deed restrictions which would render a proposed parcel "not buildable". **NOTE: The City may require that the applicant provide a title search from a title insurance company if it is reasonably necessary to show that previous land divisions or transfers do not preclude the proposed transfer(s) or that there are no deed restrictions which would render a proposed parcel "not buildable".**
4. Attach Form L-4260a, Notice to Assessor of Transfer of the Right to Make a Division of Land) clearly identifying the number of division rights being transferred to each resulting parcel. This form can be found on the City of Grand Rapids website under Apply for Land Division.
5. Proof of ownership if the current owner is different than the owner of record as listed by the City of Grand Rapids Assessor's Department. If a representative of current owner, please provide an Authorization for or Affidavit.
6. A check to the CITY OF GRAND RAPIDS for application fees.

For COMBINATIONS:

1. Property Address (to be used for resulting parcel:
Street Number _____ Street _____ Direction _____
2. If applicable, a copy of all existing or proposed deed restrictions which would render a proposed parcel "not buildable". **NOTE: The City may require that the applicant provide a title search from a title insurance company if it is reasonably necessary to show that previous land divisions or transfers do not preclude the proposed transfer(s) or that there are no deed restrictions which would render a proposed parcel "not buildable".**
3. Proof of ownership if the current owner is different than the owner of record as listed by the City of Grand Rapids Assessor's Department. If a representative of current owner, please provide an Authorization for or Affidavit.
4. A check to the CITY OF GRAND RAPIDS for application fees.

SECTION 5: AFFIDAVIT AND PERMISSIONS

Please read the following statement carefully before signing.

- I agree the statements made on this document are true, and if found not to be true, this application and any approvals will be void.
- I agree to give permission for officials of the municipality to enter onto property involved in this application for purposes of inspection, to verify that the information on the application is correct, at a time mutually agreed upon with the applicant.

- Further, I understand that any approval hereunder only constitutes approval of requested legal descriptions and does not provide, constitute, infer, or imply buildability or compliance with any applicable statute, law, building code, deed restriction, or property right.
- Further, I agree to comply with the conditions and regulations provided with this parent parcel or parent tract division.
- Further, I understand that the Land Division/transfer/Combination application may take up to **45 days** to be processed. Further, I understand that property tax bills may be issued using the parent parcel(s). I agree to have the tax bills and other City of Grand Rapids liens charged/billed during this period paid by the appropriate party.
- Further, even if this division is approved, I understand local zoning ordinances and State Acts change from time to time, and if changed, the divisions made her must comply with the new requirements (ie: apply for division approval again) per the City of Grand Rapids Land Division Ordinance.
- Finally, if approved, an updated deed will need to be recorded with the County of Kent within **120 days** after the approval.

SECTION 6: CERTIFICATION

The owner of the property must sign below. Agents may not sign on the behalf of the owner unless proof of the power of attorney is provided. If multiple parcels are involved under separate ownership, the owners of all involved parcels must sign below.

Signature of Property Owner (required)

_____ Date

Printed Name of Property Owner

_____ Phone number

Signature of Property Owner (required)

_____ Date

Printed Name of Property Owner

_____ Phone number

If applicant is not the owner, please state relationship (letter of authorization required) _____

OFFICE USE ONLY

Real Property Taxes

Are any real property taxes due and payable?

Yes No If yes, list parcels and amounts on reverse.

Special Assessments

Are any special assessments due and payable?

Yes No If yes, list parcels and amounts on reverse.

City of Grand Rapids Liens

Are there any City of Grand Rapids liens on the involved parcels?

Yes No If yes, list parcels and amounts on reverse.

Tax Capture Districts

Do all of the parent parcels lie within the same tax capture district?

Yes No If no, contact City of Grand Rapids Assessor's Department prior to processing application.

Date of this review: ____/____/____

Initials (reviewer) _____



Checklist for Land Division/Transfer/Combination

- _____ Have survey completed
- _____ Completely fill out City of Grand Rapids Lien Search form, provided in this packet
- _____ Completely fill out Land Division Tax Payment Certification Form, provided in this packet
- _____ Completely fill out Land Division/Transfer/Combination Application, provided in this packet
- _____ Take City of Grand Rapids Lien Search to the City of Grand Rapids Treasurer for verification
- _____ Take Land Division Tax Payment Certification Form to Kent County Treasurer along with a \$5.00 cash/check for verification.
- _____ Send Land Division/Transfer/Combination application to Kent County Property Description & Mapping. (This and the two previous steps can all be done together because the departments are in the same building).
- _____ For land divisions only, completely fill out Form 4260a, Notice to Assessor of Transfer of the Right to make a Division of Land, which can be found on the City of Grand Rapids website under Apply for Land Division.
- _____ Write a check out to the City of Grand Rapids for the processing fee.

Job # _____



Peter F. Macgregor

Kent County Treasurer
300 Monroe Avenue NW
Grand Rapids, MI 49503
Phone (616)632-7500 Fax (616)632-7505

Land Division Tax Payment Certification

Name _____ Phone _____

Owner Address _____

Owner City, State, Zip _____

Property Address _____

Property City, State, Zip _____

Parcel ID Number 41- _____ - _____ - _____ - _____

Attach a description of the parcel(s) to be split or boundary changes. This form must also be accompanied by a receipt or check for the \$5.00 certification fee.

This is not required for a combination request.

_____ CERTIFICATION DENIED

The Kent County Treasurer's Office has found delinquent taxes on the parcel listed above and cannot issue a certification of tax payment.

Delinquent Taxes Owed: _____

_____ CERTIFICATION APPROVED

_____ CERTIFICATION FEE COLLECTED

Pursuant to House Bill 4055, the Kent County Treasurer's Office certifies that all property taxes and special assessments due to the above parcel subject to the proposed division for the five-year preceding the date of the application have been paid. This certification does not include taxes, if any, now in the process of collection by the City, Village or Township Treasurer.

Certified by _____ Date Certified: _____

OFFICE OF
CITY
TREASURER



CITY OF GRAND RAPIDS

CITY OF GRAND RAPIDS LIEN SEARCH FOR DESCRIPTION CHANGE APPLICATION

Parcel#: _____ Date: _____
(Must be within 30
days of
Address: _____ application submittal)

Water/Sewer Bill Amounts	Address
_____	_____
_____	_____
_____	_____
_____	_____

Real Property Tax Amounts Owed at the City for tax year _____ : \$ _____

Misc. Receivables		Special Assessments	
INVOICE #	AMOUNT	ROLL #	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

This summary does not include payments in transit or records not yet updated to the files as of the above date. Specific addresses and/or parcel numbers other than those provided must be requested on a separate Lien Search form.

Certified By: _____ Date: _____

Print or Type Name: _____

Title: _____

Comment: _____

300 MONROE AVE NW, RM 220, GRAND RAPIDS, MICHIGAN 49503-2296
PHONE: 616-456-3020 FAX: 616-456-3413