



Land Division Procedures

A split of a parcel or tract requires the approval of the City of Kentwood before a sale of a portion of the parcel or tract occurs. This approval requires compliance with the Land Division Act (Public Act 591 of 1996), compliance with City of Kentwood Zoning Ordinance, compliance with the City of Kentwood Split Ordinance, and full payment of all property taxes and special assessments. Combinations of parcels will also need to meet these requirements.

In order to request a parcel split or combination, the following are needed:

- A survey report including a scaled drawing of each child parcel with a legal description. All easements should be shown and labeled on the drawing. All buildings and structures (including sheds, outbuildings, play structures, etc.) must be included with distances from the proposed lot lines.
- If a new driveway or private street will be needed, approval from the Kent County Road commission will be needed. If the private street is to be named, the request for a name should be sent with the split packet.
- If public water and/or sanitary sewer is not available to any of the sites, written approval by the Kent County Health Department for on-site facilities is required.
- All child parcels must be buildable. No child parcel may consist solely of a driveway, storm water detention facility, wetlands, or any other unbuildable situation.
- Charges relating to proof of ownership, research of split histories, city legal fees, or any other costs associated with the review of an application will be billed to the applicant when applicable.
- The fee for review is \$50.00 per child parcel created, there is no charge for combining parcels. Additionally, the county charges a flat \$5 fee per application, payable to the City of Kentwood.
- Child parcel descriptions must include all the land encompassed by the parcels or tracts as described for tax purposes at the time application is made for a split or combination.

Most requests are either approved or conditions for approval determined and notice given to the applicant within three weeks of the receipt of all required materials.

Following City of Kentwood approval, the descriptions are forwarded to the Kent County Bureau of Equalization for the assignment of new parcel numbers to each child description. This process may take up to eight months. As soon as new tax descriptions and parcel numbers are available, the taxpayer(s) will be notified by mail.



Application Date: _____

Parcel Split Request Form

Property Information

Parcel #1

Address: _____

Parcel Number: _____

Parcel #2

Address: _____

Parcel Number: _____

Parcel #3

Address: _____

Parcel Number: _____

Parcel #4

Address: _____

Parcel Number: _____

Applicant Information

Name: _____

Affiliation: _____

Owner Name: _____

Owner Address: _____

Phone Number: _____

E-Mail: _____

Check what best describes your proposal:

- Parcel line boundary change
- Combination of two or more parcels
- Division of land
- Other

Please describe division/combination being proposed:

Total number of resulting parcels? _____

Signature: _____