



REQUEST FOR LOT LINE TRANSFER

You **MUST** answer all questions and include all attachments.
Bring or mail to: 13300 168th Ave., Grand Haven, MI 49417

Names of Owners requesting transfer	This form is designed to comply with applicable local Zoning and Land Division ordinances and §108 and §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 and P.A. 87 of 1997), MCL 560.101 et seq. It does not purport, however, to meet all issues that a local unit may want to address.
Address:	
City, State, Zip:	

1. **LOCATION** of Parcels to be transferred-joined:

Address: _____
 Parcel Number #1: _____ CURRENT ZONING: _____
 Parcel Number #2: _____ CURRENT ZONING: _____

2. **1st PROPERTY OWNER - Transferee** Information: (full name(s) from deed for owners) --Information must be provided for every owner of a fee interest. In addition, if the property is subject to a land contract, provide information for the vendor and vendee.

Name: _____ Phone (____) _____
 Address: _____
 City: _____ State: _____ Zip Code: _____

3. **2nd Property owner – Transferrer** Information; (full name(s) from deed for owners)- Information must be provided for every owner of a fee interest. In addition, if the property is subject to a land contract, provide information for the vendor and vendee.

Name _____ Phone (____) _____
 Address: _____
 City: _____ State: _____ Zip Code, _____

3. **APPLICANT** Information: (if not the PROPERTY OWNER)

Contact Person's Name: _____
 Business Name: _____ Phone (____) _____
 Address: _____
 City: _____ State: _____ Zip Code: _____

5. **A. REQUIRED INFORMATION**

The survey or map must include:

- (1) Present Boundaries
- (2) Present Descriptions
- (3) The proposed transfers, and
- (4) Dimensions of the proposed transfers, Including area and square footage (excluding any ingress/egress right of way easements)

- (5) Existing and proposed road/easement rights-of-way, and
- (6) Any existing improvements (buildings, pools, sheds, etc.)
DISTANCE OF BUILDINGS FROM LOT LINES MUST SHOW ON MAP
- (7) Location of all existing septic systems.
- (8) Legal Descriptions of all parcels after the proposed transfers.
- (9) Lot corners must be visibly marked.
- (10) Certificate from the County Treasurer indicating the last 5 years of property taxes/special assessment have been paid or apportioned by the township.

A deed showing the sale of the property for the proposed Lot Line Transfer needs to be provided prior to the transfer being approved by the Township Assessor. There is no charge for lot line transfers.

Do not record the deed until the transfer is approved!

Signatures of Applicants

Signature _____ **Date** _____

Signature _____ **Date** _____

Signature _____ **Date** _____

Signature _____ **Date** _____

Approved by _____ **Date** _____

Denied by _____ **Date** _____

Reason for Denial

AFFIDAVIT and permission for municipal, county and state officials to enter the property for inspections:

I agree 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 2 comply with the conditions and regulations of the Land Division Act. Further, I agree to give permission for officials of 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.

Ordinance, the local Zoning Ordinance, and the State Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended (particularly by P.A. 591 of 1996, amended by P.A. 87 of 1997), MCL 560.101, et.seq.), and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

Signature(s) of Applicant(s):

Signature _____ Date: _____

Signature _____ Date: _____

Signature(s) of Owner(s): (if not applicant)

Signature _____ Date: _____