

# LOT SPLIT AND COMBINATION APPLICATION

Planning Department, City of Grand Haven  
519 Washington Avenue, Grand Haven, MI 49417  
Phone: (616) 935-3276 Website: [www.grandhaven.org](http://www.grandhaven.org)

## 1. Property Information

Address/location of property: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

## 2. Proposal

Description of request: \_\_\_\_\_

Parcels affected: \_\_\_\_\_ and \_\_\_\_\_

The division of the parcel provides access to an existing public road by: (check one)

- ☐ Each new division has frontage on existing public road
- ☐ A new public road – proposed road name: \_\_\_\_\_
- ☐ A new private road or easement – proposed road name: \_\_\_\_\_
- ☐ A new shared residential driveway

## 3. Development Site *(check each the represents a condition which exists on the parent parcel)*

Any part of the parcel:

- ☐ Is in a DEQ critical dune area
- ☐ Is riparian (river or lakefront parcel)
- ☐ Is affected by a Lake Michigan High Risk Erosion setback
- ☐ Includes a wetland
- ☐ Is within a floodplain
- ☐ Is known or suspected to have an abandoned well, underground storage tank or contaminated soils

## 4. Required Attachments

Unless waived by the Zoning Administrator, the following information is required:

- A. A survey sealed by a professional surveyor or proposed division of parent parcel. The survey must include:
  - 1) Date, north arrow and scale
  - 2) Existing and proposed lot lines and dimensions
  - 3) Existing and proposed road/easement rights-of-way
  - 4) Existing utilities
  - 5) Easements for public utilities from each parcel to existing public utility facility
  - 6) Any existing improvements (building, wells, septic system, driveways etc.)
  - 7) A copy of all existing and/or proposed restrictions or covenants, which apply to the land
  - 8) Any features checked in Question 3
  - 9) Zoning Classification of each new parcel and all abutting parcels
- B. A soil evaluation or septic system permit for each proposed parcel prepared by the Health Department, or evidence that each proposed parcel is capable of being readily serviced by a public sewer system
- C. A legal description of the proposed parcels



## 5. Recording

All approved land divisions must be recorded with 90 days of approval or the land approval will be null and void.

## 6. Fees and Escrow Deposit

Application Fee: \$150

If your request involves the creation of more than one (1) additional lot, your request will be reviewed by the Planning Commission, and an escrow deposit will be required.

*A deposit of \$1,500 shall be collected for all Planning Commission and Zoning Board of Appeals cases where it is expected that costs above staff time and one public hearing publication will be incurred. These expenses include additional public hearing notifications, attorney fees, engineering or surveying fees, or other special studies. Should expenses total more than the deposit, the applicant will be billed by the City for the additional costs, or additional escrow payment shall be required to complete the Planning Commission or Zoning Board of Appeals process. Should expenses total less than the deposit received, excess amounts shall be returned to the applicant.*

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parcel Number owned by above person: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parcel Number owned by above person: \_\_\_\_\_

### Office Use Only

Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ conditions, if any: \_\_\_\_\_

Date of Denial: \_\_\_\_\_ reasons: \_\_\_\_\_

Signature: \_\_\_\_\_



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Please contact the City of Grand Haven Zoning Administrator with the details of the lot split and/or combination request. The nature of the request will dictate the approval process. Lot splits and/or combinations are NOT legal/valid without approval by either the Zoning Administrator or the Planning Commission.

If the Zoning Administrator determines that the lot split and/or combination can be done administratively, please complete the application (page 1 & 2) and submit along with one copy of the proposed survey and applicable fee to the Planning Department.

If the Zoning Administrator determines that the lot split requires the approval of the Planning Commission, please review the following additional information.

The City of Grand Haven Planning Commission meets in a regular session on the second Tuesday of each month at 7:00 p.m. in the City Council Chambers, 519 Washington, Grand Haven, Michigan.

Materials related to requests for Board action, including any required fees, must be submitted Attn: Planning Department, 519 Washington Avenue, Grand Haven, Michigan, 49417. Questions may be directed to Brian Urquhart, City Planner, at (616) 935-3276 or [burquhart@grandhaven.org](mailto:burquhart@grandhaven.org).

Filing requests which are not complete or which are not filed by the meeting deadline, as determined by the City Planner, will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.

Filing deadlines are established:

- To comply with various Ordinance requirements;
- To permit adequate time for staff to arrange the notice for publication as may be required;
- To permit adequate time for staff to arrange the mailing of notices as may be required;
- To permit adequate time for the Board and staff to review the filed materials.

### Filing deadline

December 6, 2023  
January 10, 2024  
February 7, 2024  
March 6, 2024  
April 10, 2024  
May 8, 2024  
June 5, 2024  
July 10, 2024  
August 7, 2024  
September 4, 2024  
October 9, 2024  
November 6, 2024  
December 11, 2024

### Meeting Date

January 9, 2024  
February 13, 2024  
March 12, 2024  
April 9, 2024  
May 14, 2024  
June 11, 2024  
July 9, 2024  
August 13, 2024  
September 10, 2024  
October 8, 2024  
November 12, 2024  
December 10, 2024  
January 14, 2025



**LOT SPLIT AND COMBINATION APPLICATION PROCESS: Planning Commission Review**  
(see Section 40-319 of the Grand Haven Zoning Ordinance)

1. **Step 1 - *Application for Lot Split is filed:*** An application is deemed complete upon submission and acceptance of the completed application form and all required documentation. Incomplete submissions will receive a list of items needed to make the submittal complete. Once an application is deemed complete, a petitioner will be scheduled on the next available Planning Commission's agenda. The meeting shall be held within forty-five (45) days of the date of the receipt of the complete plans and completed application.
2. **Step 2 – *Staff Review:*** The application and accompanying survey is reviewed by the Zoning Administrator for compliance with all applicable sections of the zoning ordinance and Subdivision & Utility Ordinance.
3. **Step 3 – *Planning Commission meeting:*** A meeting shall be scheduled for a review of the application, plans, and of the recommendation of the Zoning Administrator. The applicant will be notified of the date, time and place of the meeting on the application not less than three (3) days prior to such date.

