

# Lot Division Application

## Planning Department

### City of Muskegon

#### FEES:

☐

#### With Survey Provided by Applicant

Submitted w/ Recent Survey & Description=\$50

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#### Without Survey Provided by Applicant

New Lot Sketch & Description=\$100

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Multiple Contiguous Lots: New Lot Sketches & Descriptions=\$250

Today's Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Owner Phone: (\_\_\_\_\_) \_\_\_\_\_

Owner Address: \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Property is: ☐ Residential ☐ Commercial ☐ Industrial Property is zoned: \_\_\_\_\_

Describe work to be done: \_\_\_\_\_

**Site plan required:** Please provide two (2) copies of a surveys showing:

- 1) Vacant property: Two (2) copies of a survey showing the current lot dimensions with the full legal description as well as where the proposed lot splits and new legal description for each parcel of land. Also, one (1) electronic copy of the survey to [planning@shorelinecity.com](mailto:planning@shorelinecity.com)
- 2) If there is a current structure on the property, a survey would be required to reflect the location, dimensions & setbacks in relation to the current property lines and to show where the proposed lot split would be in relation to the structure(s).  
\*\* If the structure(s) will be demolished completely; please state that in the description of work as well.
- 3) A copy of the signed "**Land Division Tax Payment Certification Form**" from the County of Muskegon Treasurer's Office. They do charge a separate fee for this. Please contact them at (231) 724-6261 with any questions.
- 4) When the lot split creates a new buildable lot; then a "**New Address Form**" will need to be completed & submitted with this application.

**Notice:** Separate permits are required for any work being performed in the City Right-of-Way, building, plumbing, heating, ventilating, air conditioning, electrical, or mechanical permit work which do not meet the criteria for this application.

**I hereby attest that I am the property owner and that all information on this application is true and accurate, to the best of my knowledge.**

Property owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### THIS AREA FOR STAFF USE ONLY

Date Paid: \_\_\_\_\_ Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Charge: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Inspector Comments/Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVED**

Date: \_\_\_\_\_ By: \_\_\_\_\_ Title: \_\_\_\_\_