



LAND DIVISION PROCEDURAL EXPLANATION Section 21.36 of the Zoning Ordinance

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GENERAL INFORMATION

A land division application may be initiated by the property owner, agent for the property owner or a person holding an option to purchase the subject property.

PRE-APPLICATION

It is recommended the property owner or person acting for the property owner meeting with the Zoning Administrator (or planner, if needed) to verify document and procedural requirements for a land division.

Note: All land divisions that require access via a private road to meet lot width and access requirements, must be accompanied by a private road application.

FILE COMPLETED APPLICATION

The completed land division application, application fee and required document attachments are filed with the Zoning Administrator. The Zoning Administrator reviews application materials submitted to assure they are complete and accurate.

PROCEDURAL OPTIONS

- 1) If land division does not involve a new private road or extension of a conforming private road, the Zoning Administrator, Assessor and Treasurer will combine to review the application in accordance with the standard checklist (Form 2010-20)
- 2) If land division involves 1-4 new parcels and a new private road, the same procedure as in #1 above is used plus review of the preliminary private road application information (Form 2010-22 and attachments).
- 3) If land division involves 5 or more new parcels and a new private road, the entire application packets for private road and land division are referred to the Planning Commission for review and decision.

PUBLIC HEARING – PLANNING COMMISSION

Planning Commission must notice and convene a public hearing. Applicant must be present at hearing to explain project details and respond to questions.

REVIEW AND APPROVAL

Planning Commission [or Zoning Administrator] approves preliminary private road plan and proposed division.

ROAD CONSTRUCTION

The private road must be constructed and inspected before the land divisions can be recorded and construction permits issued.

Upon completion, land divisions are approved for recording and separate parcel identification numbers are issued by the Assessor.