



Cascade Charter Township  
2865 Thornhills Ave. SE, Grand Rapids, MI 49546

**LOT SPLIT APPLICATION**

APPLICANT: Name: \_\_\_\_\_

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

Cell: \_\_\_\_\_ Work: \_\_\_\_\_

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

OWNER:\* Name: \_\_\_\_\_

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

Cell: \_\_\_\_\_ Work: \_\_\_\_\_

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

ADDRESS OF PROPERTY: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: (may use attachments if necessary)

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

REQUIREMENT OF A SKETCH: A sketch, which is drawn to scale, shall be attached which illustrates all property dimensions and square footage figures for both the existing and proposed lots. All existing and proposed structures and private easements should be illustrated on both the existing and proposed lots.

NOTE: Provisions contained in the Cascade Charter Township Subdivision Ordinance, as amended, and the Cascade Charter Township Zoning Ordinance, being Ordinance No. 11 of 1988, as amended, shall govern the partition or dividing of lots, outlots, or other parcels of land.

**SIGNATURES:**

\* \_\_\_\_\_  
**Owner's Signature (if different from applicant)**      **Applicant's Signature**

1. The applicant/property owner shall fill out the Lot Split Application provided by the Cascade Charter Township Planning Department and submit an initial \$40 application fee.

All fees incurred by the Township (above the initial application fee) for legal, engineering or other types of review of the lot split request will be billed to the applicant. Township Staff review time will be billed consistent with the fee structure adopted by the Township Board which may be modified from time to time.

2. Along with the application, the applicant/property owner must also provide the following information:
  - a. A survey or plot plan showing the proposed land split. This item should also include the proposed dimensions and size of the parcels being created. The proposed parcels must meet the minimum lot size requirements of their zoning district excluding any right-of-way easements. The survey or plot plan must also show all existing and proposed private drive easements leading to the subject property, if any.
  - b. A Vacant Land Evaluation from the Kent County Health Department. This evaluation determines if the property to be split can sustain a private septic disposal system. This is also called a "Perk Test".
  - c. All easements for private streets must be a minimum width of 66 feet if they serve two (2) or more parcels.
  - d. If you are intending to create two (2) or more parcels the Subdivision Ordinance also requires that a private road maintenance agreement be created and recorded with the lot splits that will regulate the proposed splits and the road that will serve them. The maintenance and private road construction plans will be reviewed by the Township Attorney and Township Engineer to assure compliance with the Cascade Township Engineering Design Requirements and Standards for Private Streets as regulated by the Cascade Charter Township Zoning Ordinance and Subdivision Ordinance.
3. The application and required submittals are returned to the Planning Director for review and approval. Action on the application will be taken within 45 days of submission of a complete application. Approval or denial will be given in written form.
4. Review by the KCRC for driveway location is advisable to ensure good access. The KCRC will not issue a permit during the lot split process.

7/20/17