

# VILLAGE OF ELK RAPIDS

315 Bridge Street, P.O. Box 398  
Elk Rapids, Michigan 49629

## LOT SPLIT REQUIREMENTS

The Village of Elk Rapids Zoning and Unified Development Code applies the following regulations to the division of a land parcel:

Section 153.070(B) of the Code regarding land divisions, also called “lot splits”, are subject to Section 165.07 of the Code wherein subsection 165.070(A) through 165.070(G) describe the allowable configuration and arrangement of the parcels that can be formed, and subsection 165./070(H) describes the required reviews and the approval authority of the Zoning Administrator.

A land owner, wishing to divide a parcel into four or less parts, must submit to the Zoning Administrator a completed application which consists of:

1. A completed application form. \*
2. A site plan adequate to the purpose of determining compliance to the Village Zoning and Unified Development Code. \*\*

\* The Application Form must include:

- A declaration, by the applicant, of ownership or agency for the owner in regard to the parcel to be divided.
- A declaration of the date of the last division of the subject parcel.
- A copy of a receipt for current paid taxes.
- The signature of the Assessor indicating review of the application.

\*\* The site plan shall consist of a drawing, sealed by a registered land surveyor, clearly showing the parent parcel and the proposed divisions including placement, shape and size of existing structures and accesses. Written legal descriptions of the parent and newly created parcels are to be attached.

Application forms are available at the Zoning Office located in the Elk Rapids Community Governmental Center, 315 Bridge Street.

A Land Division permit will be issued by the Zoning Administrator upon finding that the application is complete, the site plan is in compliance with the Zoning and Unified Development Code and the proper fee has been received.

The current fee for a Land Division permit is \$200.00 for the formation of two parcels and \$100.00 for each subsequent parcel formed.

Decisions of the Zoning Administrator may be appealed to the Zoning Board of Appeals.