

**PROFESSIONAL CODE INSPECTIONS
OF MICHIGAN, INC.**

1913 Baldwin
Jenison, MI 49428
(616) 667-8803
(Fax) #(616) 667-8869
www.pcimi.com

LAND TRANSFER FORM FOR _____

PERMANENT PARCEL NO: _____ LOT NO: _____

ZONING DISTRICT: _____

NAME OF PROPERTY OWNER(S) _____

MAILING ADDRESS: _____

CONTACT INFORMATION: HOME PHONE: _____ CELL PHONE: _____

IS THE PROPERTY IN A P.A 116 PROGRAM? _____ OR A P.A 260 PROGRAM? _____

TO PROCESS YOUR APPLICATION YOU MUST PROVIDE THE FOLLOWING:

1. A copy of the Recorded Deed showing ownership of the property
2. If you are not the owner, provide proof that you are the legally appointed agent for the property owner
3. Survey map, prepared pursuant to Michigan statutory requirements by a licensed surveyor showing:
 - a. The current boundaries
 - b. The proposed transfer(s) including dimensions and acreage
 - c. Existing and proposed road/easement right of way
 - d. Existing improvements (buildings, well, septic, driveways, etc.) OR INDICATE NONE
 - e. Locate any site limitations (wetlands, floodplain) OR INDICATE NONE
4. Proposed Legal Descriptions for each new parcel

APPROVAL OF ANY LAND TRANSFER IS CONDITIONAL ON THE ACCURACY OF THE INFORMATION PROVIDED BY THE APPLICANT. FALSE OR INACCURATE INFORMATION OR A DEVIATION FROM THE APPROVED LAND TRANSFER APPLICATION WILL IMMEDIATELY VOID YOUR APPROVAL.

A BUILDING PERMIT WILL NOT BE ISSUED ON THE PROPERTY BEING TRANSFERED UNTIL A DEED TRANSFERING OWNERSHIP OF THE PROPERTY IS RECORDED WITH THE OTTAWA COUNTY REGISTER OF DEEDS OFFICE.

DATE: _____ SIGNATURE OF APPLICANT: _____

(FOR ZONING ADMINISTRATOR)

DATE APPROVED: _____

NOT APPROVED: _____

If denied, the request was not in compliance with the following provisions of the local Zoning Ordinance:

Chapter _____ Section _____

Conditions of Approval: _____

Zoning Administrator