



## APPLICATION FOR PROPERTY LINE ADJUSTMENT

Port Sheldon Township  
16201 Port Sheldon St.  
West Olive, MI 49460  
616-399-6121

*revised 8/29/2022*

### DESCRIPTION

A Property Line Adjustment means the relocation of common property between two (2) abutting properties where **NO ADDITIONAL PARCEL IS CREATED.** Existing parcels may not be reduced below the minimum standards for the applicable land use district(s)

### SUBMISSION REQUIREMENTS

- COMPLETED APPLICATION WITH BOTH PROPERTY OWNERS' ORIGINAL SIGNATURES
- PROOF OF OWNERSHIP
- SURVEY, SHOWING:
  - EXISTING AND PROPOSED LOT LINES AND DIMENSIONS (IN FEET)
  - AREA OF PARCELS IN SQUARE FEET AND THE NEW WIDTH TO DEPTH RATIO
  - WIDTH AND FRONTAGE OF EACH PARCEL AS DEFINED BY THE ZONING ORDINANCE
  - ALL EXISTING STRUCTURES AND THEIR DISTANCES FROM EXISTING AND PROPOSED LOT LINES
  - ANY PUBLIC UTILITY EASEMENTS
  - NEW LEGAL DESCRIPTIONS

*A deed will need to be registered with Ottawa County AFTER receiving Zoning and Assessing approval from the Township, but it is not necessary for submission of this application. Please call the Ottawa County Register of Deeds for more information (616)994-4510.*

### PROPERTY INFORMATION

PROPERTY 1	PROPERTY 2
OWNER:	OWNER:
ADDRESS:	ADDRESS:
CITY, STATE, ZIP:	CITY, STATE, ZIP:
PARCEL #:	PARCEL #:
PHONE # AND EMAIL:	PHONE #:

### APPLICANT SIGNATURE

IT IS THE APPLICANT'S RESPONSIBILITY TO MEET THE REQUIREMENTS OF THE TOWNSHIP ZONING AND GENERAL ORDINANCES IN ALL RESPECTS AND TO PROVIDE THE NECESSARY INFORMATION TO THE TOWNSHIP FOR APPROVAL. COPIES OF THE ORDINANCE MAY BE OBTAINED FROM THE PORT SHELDON TOWNSHIP WEBSITE AT [WWW.PORTSHELDONTWP.ORG](http://WWW.PORTSHELDONTWP.ORG). BY SIGNING, PERMISSION IS GRANTED FOR THE TOWNSHIP STAFF TO FORWARD THE PROPERTY LINE ADJUSTMENT INFORMATION, SPECIFICALLY THE NEW SURVEY AND NEW LEGAL DESCRIPTIONS, TO THE PROPERTY MAPPING DESCRIPTION DEPARTMENT AT OTTAWA COUNTY. ZONING AND ASSESSING APPROVAL MUST BE GRANTED BY THE TOWNSHIP PRIOR TO REGISTERING A NEW DEED. I ACKNOWLEDGE THERE ARE NO REFUNDS FOR ANY REASON. I UNDERSTAND THAT ANY APPROVALS DO NOT GUARANTEE THAT THE AFFECTED LOTS ARE BUILDABLE. ALL TAXES MUST BE PAID PRIOR TO PROPERTY LINE ADJUSTMENT APPROVAL.

#### PROPERTY 1 SIGNATURE

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### PROPERTY 2 SIGNATURE

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### FOR OFFICE USE ONLY

	CHAPTER 24					PARCEL 1					PARCEL 2													
	LOT AREA	W - FRONT	W-D RATIO	MAIN SETBACKS		ACC. SETBACKS		LOT AREA	W - FRONT	W-D RATIO	MAIN SETBACKS		ACC. SETBACKS											
			1:4	CL	F	R	F/S	S				CL	F	R	F/S	S				CL	F	R	F/S	S
				CL	H	R	F/S	S				CL	H	R	F/S	S				CL	H	R	F/S	S

APPROVAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ To Assessor: \_\_\_\_\_