

**VILLAGE OF PENTWATER  
 PETITION TO DIVIDE, SPLIT OR OTHERWISE ALTER EXISTING  
 PROPERTY BOUNDARIES IN THE VILLAGE**

Parcel Number \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 (Applicant)

\_\_\_\_\_  
 (Address)

\_\_\_\_\_  
 (City, State, Zip Code)

\_\_\_\_\_  
 (Telephone)

\_\_\_\_\_  
 (E-mail)

<u>OFFICE USE ONLY</u>	
Application number _____	
Date Rec'd _____	
Fee Rec'd _____	
Approval Date by Planning Commission _____	
Approval Date by Village Council _____	
Date Recorded _____	

APPLICANT'S CAPACITY IF NOT PROPERTY OWNER (circle one):  
 Builder / Have Option to purchase / Agent / other \_\_\_\_\_

<b>PROPERTY OWNER:</b>			
<b>PROPERTY ADDRESS:</b>			
<b>PARCEL NUMBER:</b>			
<b>RECORDED PLAT OR SUBDIVISION NAME:</b>			
<b>BLOCK:</b>		<b>LOT(S):</b>	<b>*OR ATTACH LEGAL DESCRIPTION</b>
<b>ZONING DISTRICT:</b>		<b>PRESENT USE:</b>	
<b>WATER:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>SEWER:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>CURRENT STRUCTURE ON LOT</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	

**SETBACKS FROM PROPERTY LINES OF CURRENT STRUCTURES:**

**PRINCIPAL BUILDING**

<b>FRONT:</b>	<b>RIGHT SIDE:</b>	<b>LEFT SIDE:</b>	<b>REAR:</b>
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**ACCESSORY BUILDING**

<b>FRONT:</b>	<b>RIGHT SIDE:</b>	<b>LEFT SIDE:</b>	<b>REAR:</b>
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**PURPOSE OF PETITION:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Attach sheets if necessary)  
 (  attached)

**ATTACHED A CERTIFIED SURVEY (IF REQUESTED BY THE ZONING ADMINISTRATOR OR PLANNING COMMISSION)**, (completed by a professional surveyor or engineer for the property at issue [including a written drawing showing structures and stakes set on the property boundaries or corners] in order to insure that all requirements of the Zoning Ordinance will be met.) *See Pentwater Community Zoning Ordinance – Section 19.15*  
 (  attached)

**ATTACH A TENTATIVE PARCEL MAP DEPICTING THE PROPERTY**, including dimensions, layout of the alteration(s), and connecting streets/alleys/easement.  
 (  attached)

**ATTACH LEGAL DESCRIPTION OF NEW PARCELS**  
 (  attached)

*\*A word document containing the current legal and proposed descriptions must be e-mailed to zoning@pentwatervillage.org*

**NUMBER OF ATTACHED SHEETS:** \_\_\_\_\_

1. <input type="checkbox"/> Current Legal Description	Number of Pages:
2. <input type="checkbox"/> Proposed Project	Number of Pages:
3. <input type="checkbox"/> Survey	Number of Pages:
4. <input type="checkbox"/> Proposed Map	Number of Pages:
5. <input type="checkbox"/> New Legal Description	Number of Pages:
6. <input type="checkbox"/> Other:	Number of Pages:

AFFIDAVIT: I attest that the information on the petition is, to the best of my knowledge, true and accurate. Further, I agree that all applicable sections of the Pentwater Community Zoning Ordinance will be complied with. Also, I agree to give permission for officials of Village of Pentwater to enter the property subject to this application for purposes of inspection. Finally, I understand any zoning action approved for this application conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**When completed send to:  
Village of Pentwater Zoning Administrator  
327 S. Hancock Street – P.O Box 622  
Pentwater, Michigan 49449  
Phone: (231) 869-8301 Fax: (231) 869-5120**

<u>OFFICE USE ONLY</u>
HEARING DATE: _____
DATE SUBMITTED TO PLANNING COMMISSION: _____
<b>[THIS FORM MUST BE DISTRIBUTED TO THE PLANNING COMMISSION WITHIN 30 DAYS OF RECEIPT]</b>

<u>OFFICE USE ONLY</u>
Response requested from: DPW _____ Police _____ Fire _____ Other _____
<i>Please attach your response and RETURN WITHIN 10 DAYS OF THIS REQUEST to the Zoning Administrator</i>