

# ***Kalkaska County Road Commission***

1049 Island Lake Road  
Kalkaska, MI 49646  
Telephone: 231.258.2242  
Facsimile: 231.258.8205

*The Kalkaska County Road Commission is an Equal Opportunity Provider and Employer*

## **Land Division Review Application**

Date: \_\_\_\_\_ Application No.: # \_\_\_\_\_

### **Owner Information**

Owner's Name: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Owner's Signature: \_\_\_\_\_

### **Applicant/Authorized Agent Information** Check if same as above

Applicant's Name: \_\_\_\_\_  
Applicant's Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Applicant/Authorized Agent Signature: \_\_\_\_\_

### **Property Information**

Parent Parcel Identification Number: 40- \_\_\_\_\_  
Township Name: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_  
Public Road Name: \_\_\_\_\_  
Private Road Name: \_\_\_\_\_  
Number of Proposed Parcels resulting from Division: \_\_\_\_\_

### **Land Division Review Application Fee**

\$30.00 Application Fee  
Payment Type: Cash \_\_\_\_\_ Check \_\_\_\_\_  
Receipt No.: \_\_\_\_\_ Date: \_\_\_\_\_

### **The following items must be supplied for the application to be considered complete for review:**

1. Payment of Land Division Review Application Fee
2. Certificate of Survey prepared by a Professional Surveyor or scaled drawing (including legal descriptions)
3. Copy of deed (or other document recorded in the KC Register of Deeds proving ownership of parcel being divided)
4. Field staking of proposed land division corners marked with pink ribbon (proposed front/roadside parcel corners only)
5. Field staking of preferred driveway location(s) with pink/white ribbon

Upon completion of the Land Division Application review, the KCRC will mail a letter of recommendation to the applicable Township.