



Kent County Health Department
Environmental Health Division

700 Fuller Ave NE
Grand Rapids, MI 49503
Phone: (616) 632-6900 Fax: (616) 632-6892
Email: kcehmail@kentcountymi.gov
Website: www.accesskent.com

APPLICATION FOR SUBDIVISIONS / SITE CONDOMINIUMS AND LAND DIVISION EVALUATION
Refer to ENGINEER'S & SURVEYOR'S GUIDE FOR SUBMITTAL OF A PRELIMINARY PLAT or SITE CONDOMINIUM

Please check all that apply:

Table with 3 columns: Subdivision, Site Condominium, Land Division. Rows include Septic, Well, and Septic and Well fees per lot.

Septic

- On-Site
Municipal
On-Site Community Septic

Well

- On-Site
Municipal

Name of Proposed Development: _____

Address of Property: _____ City: _____ Zip: _____

Permanent Parcel #: 41 - _____ Township: _____

Intended Use:

- Single Family, Two Family, Multiple Family, Commercial, Industrial
Number of Acres: _____ Number of Lots: _____ Minimum Lot Area: _____ x

General Site Information:

- Distance to nearest existing public water system: _____
Distance to nearest public sewer system: _____
Has there been a previous soil evaluation done on this property? If yes, indicate date of evaluation: _____
Are there any utility easements through this property? If yes, indicate what type (included location on site plan): _____
Are there any existing buildings, drainfields or wells on this property? If yes, please explain (include location on site plan): _____
Are there any known environmental concerns associated with this site? e.g. 201 site, LUST site, PEAS report, BEA report etc.: _____

Applicant: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Fax: _____
Email: _____

Pick One:

- Email Results to Email Address provided
Call my phone # to pick up results
Other: _____

If different from above, provide Name & Phone # for access to property: _____

I hereby apply for the above requested service(s) and have enclosed the applicable fee(s). I agree to remit additional fees as may be necessary. I understand that the proposed development will be reviewed in accordance with the Administrative Rules for Onsite Water Supply and Sewage Disposal for Land Divisions and Subdivisions (R560.401 to R560.428). The service of a backhoe/power auger or greater is necessary for evaluation of the soil. The developer or engineering firm is responsible for coordinating and providing the backhoe/power auger service. Failure to show up for an appointment may result in a \$75 charge. Application fees are non-refundable upon initiation of any field activities. A \$50 processing fee applies to all applications cancelled prior to field work.

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Required Fees: _____ X _____ = \$ _____
Number of Lots Fee per Lot Total Fee

Receipt #: _____ Date: _____



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Instructions:

- Application must be Signed and Dated.
- Submit Application with Payment to:
Kent County Health Department
Environmental Health
700 Fuller Ave. NE
Grand Rapids, MI 49503
- We accept Cash, Check, Money Order, Visa, MasterCard, and Discover. If paying by Check or Money Order, make it out to Kent County Environmental Health. If paying by Credit Card, please call our office at 616-632-6900 to make payment over the phone.
- Application will not be processed unless completed, signed and submitted with required fee.
- Upon receipt of a complete application and payment, we will contact you to schedule an appointment.

ENGINEER'S and SURVEYOR'S REQUIREMENTS for SUBMITTAL of a PRELIMINARY PLAT or SITE CONDOMINIUM

The Subdivision and Site Condominium Site Report, preliminary plat/condo drawings and all supporting documentation must be submitted in triplicate with the applicable fees. To obtain Michigan Department of Environmental Quality (MDEQ) information, rules, and forms, please visit www.michigan.gov/deq. Proposals will be reviewed in accordance with the Administrative Rules for On-site Water Supply and Sewage Disposal for Land Divisions and Subdivisions (R560.401 to R560.428).

Submittals for preliminary plat or condominium review must be accompanied by items 1-5

1. A properly completed KCHD SUBDIVISION/SITE CONDO AND LAND DIVISION EVALUATION APPLICATION
2. All applicable fees
3. A completed Site Report
4. Preliminary plat drawing shall show or include the following:
 - **Contours**
Existing and proposed 5 foot contours, OR
Detailed plans with maximum 2 foot contours are required where less than one acre lots/units are proposed, where slopes exceed 12%, where groundwater is present within 6 feet of the surface and/or extensive site modifications are proposed.
 - **Cutting and Filling**
Proposed extensive cutting and filling must be shown on the plan and type of fill to be used.
 - **Physical Features – Existing or Proposed**
River, stream, creek, lake, county drain, subsurface drain, lagoon, slip, waterway, bay canal &/or artificial impoundments; established 100 year floodplain area and elevation; normal high water level for waterfront property, wetlands
 - **Existing Facilities and Structures**
Buildings, sewage systems, high tension lines, utility easements, excavations, bridges, culverts, wells, water wells (including proposed/existing test wells), soil borings, underground storage tanks, drainage easements
 - **Building Setback Lines**
Roads, waterfront, lot/unit lines, limited and common elements
5. Supporting data regarding water supply and/or sewage disposal suitability.