



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 CONDOS AND VACANT LAND DIVISION EVALUATION

Refer to ENGINEER'S & SURVEYOR'S GUIDE FOR SUBMITTAL OF A PRELIMINARY PLAT or SITE CONDOMINIUM

Please check all that apply:

<input type="checkbox"/> Subdivision	<input type="checkbox"/> Site	<input type="checkbox"/> Land Division
Septic - \$80.00 per Lot		\$100.00 per Lot
Well - \$60.00 per Lot		
Septic and Well - \$120.00 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/Authorized Agent: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

To access property please contact: ☐ Owner ☐ Applicant ☐ Other: _____

Method of Delivery: ☐ Email ☐ Call to pick up in person ☐ Other: _____

By signing below, I hereby certify that the information provided is complete and accurate. I understand that payment of the application fee does not guarantee issuance of a permit. I further acknowledge that I am the property owner or am acting as an authorized agent on behalf of the property owner. If a permit is issued as a result of this application, it will be considered property of the property owner. The services of a backhoe or excavator or greater is necessary for soils evaluation for new construction projects. I understand I am responsible for coordinating and providing the equipment and operator or other additional testing. **All services require marking by MISS Dig for underground utilities prior to site visit.** Persons performing groundbreaking activities on site are required to submit a ticket to MISS Dig for the marking of the property. Please allow MISS Dig personnel access to your property to mark utilities. Unmarked properties will result in delay or postponement of service. Failure to show up for an appointment may result in a \$75 charge. Application fees are non-refundable after 90 days from the date of application or after initiation of any field activities/services. A \$50 processing fee applies to all applications cancelled prior to field work.

Applicant or authorized agent signature: _____ Date: _____

FOR OFFICE USE ONLY

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

Receipt #: _____ Date: _____



**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](mailto:kcehmail@kentcountymi.gov)
Website: www.accesskent.com

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.