



**PROFESSIONAL CODE INSPECTIONS  
OF MICHIGAN, INC.**

1575 142nd Avenue  
Dorr, MI 49323  
(616) 877-2000  
(Fax) #(616) 877-4455

LAND TRANSFER FORM FOR \_\_\_\_\_  
(Name of City, Village or Township)

PERMANENT PARCEL NO: \_\_\_\_\_ LOT NO: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ FEE: \$75.00

NAME OF PROPERTY OWNER(S) \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT INFORMATION: HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

IS THE PROPERTY IN A P.A 116 PROGRAM? \_\_\_\_\_ OR A P.A 260 PROGRAM? \_\_\_\_\_

*TO PROCESS YOUR APPLICATION YOU MUST PROVIDE THE FOLLOWING:*

1. A copy of the Recorded Deed showing ownership of the property
2. If you are not the owner, provide proof that you are the legally appointed agent for the property owner
3. Survey map, prepared pursuant to Michigan statutory requirements by a licensed surveyor showing:
  - a. The current boundaries
  - b. The proposed transfer(s) including dimensions and acreage
  - c. Existing and proposed road/easement right of way
  - d. Existing improvements (buildings, well, septic, driveways, etc.) OR INDICATE NONE
  - e. Locate any site limitations ( wetlands, floodplain ) OR INDICATE NONE
4. Proposed Legal Descriptions for each new parcel

APPROVAL OF ANY LAND TRANSFER IS CONDITIONAL ON THE ACCURACY OF THE INFORMATION PROVIDED BY THE APPLICANT. FALSE OR INACCURATE INFORMATION OR A DEVIATION FROM THE APPROVED LAND TRANSFER APPLICATION WILL IMMEDIATELY VOID YOUR APPROVAL.

A BUILDING PERMIT WILL NOT BE ISSUED ON THE PROPERTY BEING TRANSFERRED UNTIL A DEED TRANSFERRING OWNERSHIP OF THE PROPERTY IS RECORDED WITH THE OTTAWA COUNTY REGISTER OF DEEDS OFFICE.

DATE: \_\_\_\_\_ SIGNATURE OF APPLICANT: \_\_\_\_\_