



**MUSKEGON COUNTY ROAD COMMISSION**  
**LAND DIVISION ACCESS REVIEW APPLICATION**  
 In Accordance with P.A. 288 of 1967 (MCL 560.102-j)

Application Fee \_\_\_\_\_ Receipt Number \_\_\_\_\_ Application Number \_\_\_\_\_

The purpose of this Land Division Application is for the Muskegon County Road Commission to investigate the location of proposed land divisions with frontage along county roads under the jurisdiction of the Muskegon County Road Commission and ensure that the proposed parcels can be accessed safely from the county road system. This procedure is in place to review proposed land division location(s) to minimize safety impacts before the property owner approaches the Township/City/Village for approval to subdivide lands.

**APPLICANT INFORMATION:**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY / STATE / ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**LAND DIVISION INFORMATION:**

PROPOSED LAND DIVISION LOCATED ON \_\_\_\_\_ ROAD, BETWEEN \_\_\_\_\_ ROAD  
 AND \_\_\_\_\_ ROAD, SECTION(S) \_\_\_\_\_, \_\_\_\_\_ TOWNSHIP.

**DETAILED DESCRIPTION OF LOCATION (A PROPOSED PARCEL MAP MUST BE ATTACHED):**

NUMBER OF LAND DIVISIONS: \_\_\_\_\_ PROPOSED PROPERTY CORNERS STAKED?: Yes  No   
 If NO, date when that will be staked: \_\_\_\_\_  
 Site Plan / Survey Provided by Applicant

**APPLICANT DO NOT WRITE BELOW THIS LINE**

**FIELD INSPECTION REPORT:**

INSPECTOR: \_\_\_\_\_ OPINION: \_\_\_\_\_ DATE: \_\_\_\_\_

MUSKEGON COUNTY ROAD COMMISSION  
 7700 East Apple Avenue, Muskegon, MI 49442  
 Phone: 231-788-2381 Fax: 231-788-5793  
 Website: <http://www.muskegoncountyroads.org>

RECOMMENDED FOR ISSUANCE:  
 \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

## **LAND DIVISION SUPPLEMENTAL INFORMATION**

The purpose of this Land Division Application is for the Muskegon County Road Commission to investigate the location of proposed land divisions with frontage along county roads and ensure that the proposed parcels can be accessed safely from the county road system. This procedure is in place to review proposed land division with respect to future driveway locations before the property owner approaches the Township/City/Village for approval to subdivide lands. The goal is to determine if the resulting frontage(s) created by the land division will have feasible locations for future driveways to be built. The Road Commission's review is to be completed before the Certificate of Survey is prepared and submitted to the Township/City/Village, thus saving the property owner time and expense.

The Muskegon County Road Commission Engineering Department needs the following information to properly investigate the proposed land division driveway location:

- A completely filled out Land Division Application signed by the property owner wishing to subdivide their land.
- A drawing, drawn to scale with lot dimensions, that illustrates the location of the proposed land divisions. Either a preliminary Certificate of Survey or marked-up copy of the appropriate GIS map (available from the County Equalization Department) is also acceptable.
- Proposed Land Division property corners must be clearly marked by the applicant using lath, stakes, or flagging along the parent parcel's county road frontage so that a proper investigation can be performed.

The Muskegon County Road Commission accepts cash or personal checks to pay the application fee in accordance with the following fee schedule:

\$10 Application Fee plus \$25 per land division

Muskegon County Road Commission approval of Land Division road frontage locations does not relieve the property owner of the responsibility to comply with all applicable local ordinances, rules and zoning requirements as well as all other provisions of Public Act 288 of 1967, as amended. The property owner may also need to comply with other regulatory agency matters such as wetlands, streams and county drains.

Land Division frontage locations are evaluated based on conformance to published Michigan Department of Transportation sight distance guidance. Subdivided parcels that create frontages that would result in non-conforming driveway locations will not be allowed to ensure the road is reasonably safe for the traveling public.

### **Driveway Construction Permits:**

An approved land division review by the Muskegon County Road Commission is not a permit to construct a driveway approach. A specific permit is required for each approach to be constructed.