

**MID-MICHIGAN DISTRICT HEALTH DEPARTMENT  
INSTRUCTIONS FOR APPLICATION OF NEW  
VACANT LAND EVALUATION**

**PART I:** Please complete all of the information on the form titled Vacant Land Application (please see reverse for an example). It is very important to fill out all of the information; incomplete applications will be returned, causing delays in processing. Fill in the township, section number, and property dimensions. If the property is in a subdivision, please fill in the subdivision name and lot number. On the line marked address, please complete the name of the road/street that the subject property is on. Please provide driving directions to the property. Check the purpose for the Vacant Land Evaluation and the utilization of the property. If you know the previous owner's name, please fill it in. Please fill in the current landowner's name, address, and phone number. Please fill in your own name and mailing address on the line marked Applicant's Name. It is very important to include your phone number for contact purposes. Please be sure to sign and date the application.

**PART II:** Complete the second half of the application. In the box provided, please make a drawing that includes the following:

- A. Property boundaries and dimensions
- B. Location of all proposed and existing structures
- C. Distances from road(s) and distances from property boundaries to proposed/existing structures
- D. Location of existing and/or proposed wells, ponds, streams, or potential sources of contamination (i.e. sewage systems, above or below ground fuel tanks, chemical storage yards, animal yards, etc.)

**PART III:** Stake or mark the proposed building site(s) using **highly visible paint or flags** on the stakes in the following manner:

- A. Stake the four corners of the proposed structure(s).
- B. Stake the corners of the property boundaries.
- C. A highly visible flag, sign, or marker needs to be placed at the roadside to designate the location of the subject property.

**IF THE APPLICANT DOES NOT PROPERLY STAKE THE SUBJECT PROPERTY, THE EVALUATION PROCESS MAY BE SIGNIFICANTLY DELAYED UNTIL THE SUBJECT PROPERTY IS PROPERLY STAKED AS REQUESTED AND THIS DEPARTMENT IS SUBSEQUENTLY NOTIFIED.**

**PART IV:** **If vacant land is sold after soil work has been completed and/or someone other than the applicant listed here wishes to apply for septic and well permits, a Letter of Transfer must be completed and returned to this department.**

**PART V:** Determine the fee for this application as follows:

**PRIVATE/RESIDENTIAL – VACANT LAND EVALUATIONS**

Vacant Land Evaluation per Site \$163.00

**COMMERCIAL AND PUBLIC SUPPLY FEES MAY VARY**

Please make check payable to: **M.M.D.H.D.** (Mid-Michigan District Health Department)

Please return the completed application to:

Mid-Michigan District Health Department

Clinton Branch Office  
1307 E. Townsend Rd.  
St. Johns, MI 48879  
(989) 224-2195

Gratiot Branch Office  
151 Commerce Dr.  
Ithaca, MI 48847  
(989) 875-3681

Montcalm Branch Office  
615 N. State St., Ste 1  
Stanton, MI 48888  
(989) 831-5237