



DESCRIPTION CHANGE APPLICATION

No. _____

This application is for a: **Division of Acreage** **Split a Parcel**
Combine Acreage **Combine Lots**
Split Existing Lot

You must answer all questions and include all attachments, or this will be returned to you.
Bring or mail to:

Community Development Department
City of Madison Heights
300 W. Thirteen Mile Rd.
Madison Heights, MI 48071-1899

Approval of a division of land is required before it is sold, when the new parcel is less than 40 acres and not just a property line adjustment.

In the box below, fill in where you want this form sent, when the review is completed:

Name: _____
Address _____
City, State, Zip: _____

This form is designed to comply with applicable local zoning; land division ordinances and Act 109 of the Michigan Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended particularly by P.A. 591 of 1996). MCL 460.101 cl.seq.

1. **LOCATION** of parent parcel(s) to be split or combined:

Address: _____

Parent Parcel Number(s): _____

Legal Description of Parcel(s) (attach extra sheets if necessary) _____

2. **PROPERTY OWNER** Information:

Name _____ Phone (_____) _____

Address _____

City _____ State _____ Zip Code _____

3. **APPLICANT** Information (if not the property owner):

Contact Person _____ Phone (_____) _____

Business Name _____

Address _____ City _____ State _____ Zip Code _____

4. **PROPOSAL** Describe the division(s) or combination being proposed.

A. Number of new parcels: _____

B. Intended use (residential, commercial, etc.) _____

C. The division of the parcel provides access to an existing public road by: (check one)

Each new division has frontage to an existing public road.

A new public road, proposed road name: _____

(Road name cannot duplicate an existing road name)

A new private road or easement, proposed road name: _____

(Road name cannot duplicate an existing road name)

A recorded easement / driveway (cannot service more than one potential site).

D. Write here, or attach a legal description of the proposed new road, easement or shared driveway (attach extra sheets if needed):

E. Attach a legal description and survey for each new parcel being created.

5. **FUTURE DIVISIONS**

A. That might be allowed but not included in this application: _____

B. The number of future divisions being transferred from the parent parcel to another parcel? _____

Identify the other parcel: _____

(See section 109(2) of the Statute. Make sure your deed includes both statements as required in section 109(3) and 109(4) of the Statute.)

6. **DEVELOPMENT SITE LIMITS** Check each that represents a condition that exists on the parent parcel. Any part of the parcel.

Includes a wetland

Known or suspected to have an abandoned well, underground storage tank or contaminated soils.

FEE: \$200.00 Split/Combination or \$30.00 Description Change Cash _____ Check # _____ Charge _____

7. **ATTACHMENTS** (All attachments must be included). Letter each attachment as shown here.

- A. A scaled Survey sealed by a professional surveyor, of parent parcel and proposed division(s) of parent parcel. The survey or map must show all of the following:
 - 1) Current boundaries
 - 2) All previous divisions made (indicate when made or none)
 - 3) The proposed division(s)
 - 4) Dimensions of the parent parcel and proposed divisions
 - 5) Existing and proposed road/easement rights-of-way
 - 6) Easements for public utilities from each parcel to existing or proposed public utility facilities
 - 7) Any existing improvements (buildings, wells, septic systems, driveways, etc.)
 - 8) Any of the features checked in question number 6.
 - 9) Legal Description of all new parcels.
- B. Verification that each proposed parcel is serviced by a public sewer system.
- C. Verification that each proposed parcel is serviced by a public water system.
- D. Indication of approval, or permit from County Road Commission, MDOT, city street administrator, for each proposed new road, easement or shared driveway.
- E. A copy of any transferred division rights (109(4) of the Act) in the parent parcel.
- F. Proof that all property taxes, water bills and special assessments are paid.
- G. Name and address of owners of parcel(s) being created.
- H. Copy of all restrictions and/or covenants that apply to the land.
- I. Other (Please list) _____

8. **IMPROVEMENTS** Describe any existing improvements (buildings, etc.) which are on the parent parcel or indicate none (attach extra sheets if needed): _____

Complete this section if application is for a Land Division

9. **AFFIDAVIT AND PERMISSION FOR MUNICIPAL, COUNTY AND STATE OFFICIALS TO ENTER THE PROPERTY FOR INSPECTIONS:**

I agree the statements made above are true, and if found not to be true this application and any approval will be void. I agree to comply with the conditions and regulations provided with this parent parcel division/combination. Further I agree to give permission for officials of the municipality, county and the State of Michigan to enter the property where this parcel division/combination is proposed for purposes of inspection to verify that the information on the application is correct at a time mutually agreed with the applicant. Finally, I understand this in only a parcel division/combination which conveys only certain rights under the applicable local land division ordinance, the local zoning ordinance, and the State Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended (particularly by P.A. 591 of 1996), MCL 560.101 et. Seq.), and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

Finally, even if this division/combination is approved, I understand zoning, local ordinances and State Acts change from time to time, and if changed the divisions/combination made here must comply with the new requirements (apply for division approval again) unless deeds, land contracts, leases or surveys representing the approved divisions/combinations are recorded with the Register of Deeds or the division/combination is built upon before the changes to laws are made.

Property Owner's Signature _____ Date _____

If property is mortgaged complete this section.

Mortgage Company Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Signature

DO NOT WRITE BELOW THIS LINE

Land Division Committee Action:

- Approved:** Conditions, if any: _____
- Denied:** Reasons: _____

Signatures: _____
City Assessor (Oakland County Equalization)

Date: _____

Building Official

Date: _____

Signatures: _____
Community Development Director

Date: _____

City Engineer

Date: _____