



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 _____