

# CITY OF NORTHVILLE

## LOT SPLIT/COMBINATION INFORMATION

### ~ Planning Commission Approval Required ~

**ALL proposed changes to a legal description must begin with the City Assessor and are required to submit the Administrative Review Application. Do not complete or submit the Planning Commission Lot Split Application attached to this application unless the City Assessor directs you to apply to Planning Commission.**

- **The Planning Commission Lot Split Application is submitted to the Building Department. Do not complete or submit this application unless you have been directed to by the City Assessor.**
- Submit 20 identical packets no less than 21 days prior to the next scheduled Planning Commission Meeting (the Planning Commission meets the first and third Tuesday of each month). Make 20 copies of the completed application and 20 copies of all supporting documentation. Assemble 20 identical packets. The application must be on top of each packet. Back up documents must be folded to the same size as the application. Applications submitted in “pocket-style folders” with documents in each pocket, will not be accepted.
- Owners of all properties involved shall sign for the split request. Incomplete applications will not be processed and will be held until all missing signatures or required documentation is received. This could delay your application being submitted to the Planning Commission. Retain a copy of the application and all supporting documents for your records.
- Owners of properties currently under a mortgage or land contract are required to notify the mortgage company of the request for a description change.
- Proof of ownership may be required if the owner information does not match the City’s records.
- No lot division or combination shall be approved unless the same complies with the City’s ordinances and requirements except to the extent that a deviation or variation of such requirements and provisions is authorized.
- All land description changes that are approved will become effective for the next assessment/tax year.
- **If approved by the Planning Commission, the Applicant or Agent is responsible for presenting the following to the City Assessor before the lot split/combination will be processed.**
  1. Approved Planning Commission meeting minutes.
  2. Any other documentation deemed necessary by the City Assessor.
  3. Receipt of payment of all Planning Commission and subsequent Development Review Fees as billed to you by the City (from the City’s Planning Consultant). These fees must be paid in full.
  4. A fee of \$60 for each resulting parcel.
- Payment of all fees for Development Review (\$85/hour – billed by Planning Consultant) and legal description fees (\$60 for each resulting parcel) must be paid in full before the split/combination will be processed and legal descriptions completed by the City Assessor.
- The division of property will delete the Principal Residence Exemption that may currently be in place. In order to continue an exemption, a Michigan Department of Treasury form must be submitted to the City of Northville Tax and Assessing Department.



CITY OF NORTHVILLE  
 215 W. Main Street  
 Northville, MI 48167

Cashier Validation (Code 103)

**PLANNING COMMISSION  
 LOT SPLIT APPLICATION**

I (We) the undersigned, do hereby petition the Planning Commission to divide, combine, or otherwise reconfigure the parcels(s) here described. In support of this petition, the following facts are shown:

1. Parcel Identification Number(s) affected \_\_\_\_\_

\_\_\_\_\_

2. Describe the proposed land division in detail (attach a separate page if needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. It is requested the above referenced parcel(s) be divided into \_\_\_\_\_ new parcels.

4. Zoning District of the parcels \_\_\_\_\_

5. The required following documents are attached:

Survey that includes the legal description of the parcel which shall contain the descriptions of all parcels, as prepared by a land surveyor or engineer registered in the state. Survey shall also include description of parent parcel or balance of property involved in the lot split.

Copy of the most recent tax bill pertaining to the parcel(s). Taxes must be up-to-date. If taxes were paid after the due date at the County, please furnish copies of the paid receipts.

A scale drawing of the existing parcel(s) as it exists prior to the proposed division/combination. (This may be incorporated into the scale drawing outlined below)

A scale drawing of the parcel(s) as it will appear following the proposed division/combination, which includes the following information:

- a. North arrow, date and scale.
- b. Existing and proposed lot lines and dimensions.
- c. Existing utilities (gas, telephone, electric, water, and sanitary) and drainage courses within 50 feet of the lots to be split.
- d. Location and dimensions of existing and proposed easements, lot numbers, roadways and lot irons.

- e. Existing structures on the proposed lots and all structures within 50 feet of the proposed lot lines.
- f. Zoning classification of the lots to be split and all abutting lots.
- g. All required front, rear, and side yard setbacks resulting from the requested split.
- h. Topographic information to determine grading, drainage, and storm water design.
- i. Street names, rights-of-ways and roadway widths of all existing and proposed streets within and adjacent to the proposed split/division.
- j. Such other requirements as the City Assessor deems reasonably necessary.

6. Are there any existing and/or proposed restrictions or covenants, which apply to the land?

YES  NO

If yes, a copy is attached to this application (required for application to be reviewed and processed).

**OWNER INFORMATION**

The application must be signed by all persons who have any legal or equitable interest in the parent parcels(s) and the resulting parcel combinations.

**PARCEL #1**

Owner Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Parcel ID Number \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Proof of ownership of property concerned** consisting of Title Insurance, Purchase Agreement is included with this application. Must have the names of the principal owners involved in any corporation, partnership, etc.

I have contacted my mortgage company regarding the proposed land division  YES  NO

Complete Mailing Address for Future Mailings and/or Tax Bills:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARCEL #2**

Owner Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Parcel ID Number \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Proof of ownership of property concerned** consisting of Title Insurance, Purchase Agreement is included with this application. Must have the names of the principal owners involved in any corporation, partnership, etc.

I have contacted my mortgage company regarding the proposed land division  YES  NO

Complete Mailing Address for Future Mailings and/or Tax Bills:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**FEES – Planning Commission**

Base Charge                    \$560  
Per Acre Charge                \$ 60

Please note, this a base charge. Per the Development Review Fee schedule, as adopted by City Council, you are responsible for any additional accrued fees, as billed to the City by the City’s Planning Consultant.

The application will not be added to the Planning Commission agenda until the Base Charge fee is paid.

**FEES – Legal Description Fees**

\$60 for every resulting parcel

This fee is paid after Planning Commission approval is received. The City Assessor will not begin legal descriptions until all fees are paid in full (including all Development Review Fees accrued during the Planning Commission process).

**APPLICANT CONTACT INFORMATION**

Unless otherwise indicated, all correspondence concerning the proposed split/combination will be directed to the applicant.

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

The applicant hereby expressly acknowledges and agrees that by signing this document, the applicant is fully responsible for any and all fees, costs, and/or expenses which are associated with this application whether approval of the application is granted or not. In the event that the City of Northville is required to take any type of action, legal or otherwise, to collect any amount due or owing by the applicant, then the appellant expressly agrees to pay for any and all costs and expenses, including attorney fees, incurred by the City of Northville in having to collect any such amount due or owing by the applicant. The applicant must complete and sign this section or the application will not be accepted.

The applicant/agent acknowledges that I have reviewed the requirements and that this request will not be placed on the Planning Commission agenda until all accumulated fees, as bill to me by the City, have been paid in full. Further, the Assessing Department will not complete the legal description until all fees have been paid in full and all requirements for document submission have been met.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLANNING COMMISSION ACTION**

Planning Commission Meeting Date \_\_\_\_\_. The Lot Split Application is:

- APPROVED
- CONDITIONAL APPROVAL
- APPLICATION REFERRED BACK TO APPLICANT
- DENIED

PLANNING CHAIRPERSON SIGNATURE \_\_\_\_\_

**OFFICE USE ONLY**

**FEES – following Planning Commission Approval:**

\$60 for each resulting parcel \_\_\_\_\_ X \$60 = \_\_\_\_\_

Development Review Fees Due  
(Contact City Clerk for billing information from City Planner) \_\_\_\_\_

Paid \_\_\_\_\_ Date \_\_\_\_\_