

CITY OF NORTHVILLE

LOT SPLIT/COMBINATION INFORMATION

~ ADMINISTRATIVE REVIEW APPLICATION ~

ALL proposed changes to a legal description must begin with the City Assessor and are required to submit the Administrative Review Application.

The City Assessor will review the application and make a determination whether the proposed split/combination may be administratively approved or if the request will require a separate application submission to the Planning Commission.

- **The Administrative Review Application is submitted to the City Assessor. A \$200 Administrative review fee will be due at the time of application. (Code 04).**
- Submit 7 identical application packets. Make 7 copies of the completed application, 7 copies of all supporting documentation, and assemble into 7 identical packets.
- A complete application must be submitted. Owners of all properties involved shall sign for the split request. Include all required documentation and required signatures. Incomplete applications will not be processed and will be held until all missing signatures or required documentation is received. 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.
- The City Assessor may require a survey as part of the review. Surveys shall be dated, including the dates of any revisions.
- 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.
- A change in the location of the "lot line" between two adjacent properties, without any new sites being created, will be reviewed by City Departments and approved or denied by the City Assessor without the necessity of Planning Commission review. See Article III, Section 78-163 in the Code of Ordinances for Planning Commission review exemptions.

If the City Assessor's review of your proposed split/combination determines that it does not meet one of the exemptions outlined in Section 78-163, it is likely that you will need Planning Commission approval. You will need to complete and submit the Planning Commission Lot Split Application.

- Payment of all fees for Development Review (\$85/hour – billed by Planning Consultant) and legal description fees (\$60 for every 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

DATE RECEIVED BY ASSESSOR
(\$200 Admn review fee – Code 04)

ADMINISTRATIVE REVIEW APPLICATION LOT SPLIT/COMBINATION

~ \$200 ADMINISTRATIVE REVIEW FEE SHALL BE PAID WHEN APPLICATION IS FILED ~

I (We) the undersigned, do hereby petition the City Assessor 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.

☐ It is requested that the above referenced parcels be combined.

4. Zoning District of the parcels _____

5. The required following documents are attached:

☐ 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:

- North arrow, date and scale.
- Existing and proposed lot lines and dimensions.
- Existing utilities (gas, telephone, electric, water, and sanitary) and drainage courses within 50 feet of the lots to be split.
- 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 _____

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 _____

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 #3

Owner Name _____

Address _____

City, State, Zip _____

Parcel ID Number _____

Email _____ Phone _____

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 _____

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 _____

~ \$200 Administrative Review Fee is due at the time the application is filed ~

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 the Assessing Department will not begin to process this combination/lot split until all requirements have been met. Further, the Assessing Department will not complete the legal description until all fees have been paid in full.

Signature _____ Date _____

~ OFFICE USE ONLY ~

CITY ENGINEER APPROVAL:

☐ Yes ☐ No

Comments (or attach separate sheet with comments) _____

Signature _____ Date _____

BUILDING OFFICIAL APPROVAL:

☐ Yes ☐ No

Comments (or attach separate sheet with comments) _____

Signature _____ Date _____

POLICE DEPARTMENT APPROVAL: ☐ Yes ☐ No

Comments (or attach separate sheet with comments) _____

Signature _____ Date _____

FIRE DEPARTMENT APPROVAL: ☐ Yes ☐ No

Comments (or attach separate sheet with comments) _____

Signature _____ Date _____

PLANNING CONSULTANT APPROVAL:

Review received from City Planning Consultant ☐ Yes ☐ No

CITY ASSESSOR APPROVAL:

Comments _____

☐ APPROVED

☐ DENIED

Signature _____ Date _____

FEES: \$200 Application fee for Administrative review (due when application is filed – Code 04)

\$60 for each resulting parcel _____ X \$60 = _____ (Code 04)

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

Paid _____ Date _____