

CITY OF NORTHVILLE

LOT SPLIT/COMBINATION INFORMATION

~ Planning Commission Approval Required ~

NOTE: 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 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 directed to by the City Assessor.

- Make **15** copies of the application and all backup documentation and assemble into 15 identical packets. Application must be on top and backup documents must be folded to the same size as the application. Submissions in individual folders, binders, etc. are not accepted. **A PDF file that exactly matches the paper submission emailed to msmith@ci.northville.mi.us by the submission deadline. NO FLASH DRIVES accepted.** Applications submitted without fees are not considered a timely submission and shall be deferred to a future meeting.
- Submit the packets to the Building Department no later than 4:00 p.m. the day of the submission deadline as posted on the City's website www.ci.northville.mi.us and at the Building Department, as submission deadlines may be moved to accommodate holidays and newspaper publication schedules.
- Planning Commission meetings are held the 1st and 3rd Tuesdays of the month at 7:30 p.m. in the City Council Chambers. If there is a change in date or location, it will be posted on the City's website and at City Hall.
- The applicant or a representative should be present at the meeting to answer any questions the commissioners may have. Presentation boards or other large items can be brought to the meeting to help the commissioners in the decision-making process.
- 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.
- 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

- **Do not submit the Planning Commission Lot Split Application until you have applied to the Assessor for Administrative Review, or have been directed by the Assessor to apply to the Planning Commission.**
- **Refer to the cover page for application submission requirements.**

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 _____

Current address(es) for these parcels _____

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 or Planning Commission deem 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 _____

Current Address for this parcel _____

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 _____

Current Address for this parcel _____

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 _____

(FOR ADDITIONAL PARCELS, USE A SEPARATE SHEET TO PROVIDE THE ABOVE REQUIRED INFORMATION)

FEES – Planning Commission

The fee is due when the application is filed. The application is not considered received until the fee is paid. Fees paid after the submission deadline will defer the application to a future Planning Commission meeting.

Base Charge	\$560
Per Acre Charge	\$ 50

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.

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

All correspondence concerning the proposed split/combination will be directed to the applicant. It is the applicant's responsibility to forward correspondence to other interested parties.

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 _____