

**CITY OF ROCHESTER HILLS
LAND DIVISION APPLICATION**

DIVIDE _____ PARCEL(S) INTO _____ NEW PARCELS

OLD PARCEL #(S) 15- _____ - _____ - _____ 15- _____ - _____ - _____

PROPERTY TAXES ON ALL PARCELS MUST BE CURRENT IN ORDER TO FILE FOR A LAND DIVISION.

The filing of this application shall pertain to any land division request in the City that is not otherwise subject to platting procedures and requirements.

PURSUANT TO P.A. 288 OF 1967 AS AMENDED, "THE SUBDIVISION CONTROL ACT" CHAPTER 122 OF THE CODE OF ORDINANCES OF THE CITY OF ROCHESTER HILLS

INSTRUCTIONS

- 1) If the old parcel(s) has/have a metes & bounds legal description, has/have this/these parcel(s) transferred ownership since April 1, 1997? _____
If yes, proof of eligibility to divide (a deed) must be submitted with this application.
PLEASE ACCOMPANY TWO (2) 8 1/2 x 14 COMPLETE COPIES OF THE FOLLOWING INFORMATION WITH THE APPLICATION
- 2) A plan or drawing drawn to scale by a **REGISTERED ENGINEER OR SURVEYOR** showing the subject property, including dimensions, and also adjoining property for at least 300' in all directions from the subject property so as to adequately portray the relationship of the subject property and all adjoining property. All existing and proposed buildings and structures and their dimensions and setbacks from proposed and existing property lines and the boundaries of any wetlands, watercourses, floodplains, wells, septic fields and any water, sewer, drainage, access, utility, or other easements located on or encumbering the land shall be shown on the plan or drawing. Chapter 122.29 (d) Land Division Ordinance
- 3) A complete legal description of each new proposed site in recordable form.
- 4) The owner(s) of the property must sign the application, unless an attachment showing Power of Attorney or a purchase agreement contingent on approval.
- 5) Name and mailing address of the owner(s) of each proposed parcel.
- 6) **Payment of fee.** The fees to be charged shall be a minimum of \$800.00 for two (2) newly created parcels, plus an additional \$100.00 for each parcel thereafter.
- 7) For a Private Road, if the Land Division proposes a Private Road be constructed, additional charges for Engineering Services will be determined with the Land Improvement Permit process. In addition, when there is a necessity for a public hearing, an additional charge of \$300.00 shall be paid by the applicant to the Planning and Economic Development department.
- 8) All fees shall be paid at the time an application for division or partition of land is submitted, except as noted in item 7 above.
- 9) If an application is found to be "incomplete" by a department's review authority, the applicant will be notified in writing of what is required to make the application complete. If the applicant does not comply within 60 days, the application will be officially denied by the City Assessor with forfeiture of fee.
- 10) The application is null and void after one year from date of submittal with forfeiture of fee if requirements are not met by applicant.
- 11) If all or a portion of the property is encumbered by a land contract, the land contract holder (seller) must either join in the land division application or provide a letter of concurrence or no-objection.
- 12) If all or a portion of the property is encumbered by a loan or mortgage, the financial institution must provide a letter of concurrence or no-objection.

NOTE: It may take 4 to 6 weeks to complete the review of this request. Applications are received by the Assessing Department, but are distributed to other departments for their review.

PLEASE FILL OUT THE FOLLOWING INFORMATION

FILED BY:		DATE:
ADDRESS:		PHONE:
CITY:	STATE:	ZIP:
EMAIL ADDRESS:		
OWNER(S) SIGNATURE(S):		

APPROVAL/DENIAL EMAILED _____ MAILED _____ OR BOTH _____