

CITY OF ROCHESTER HILLS LAND DIVISION APPLICATION

DIVIDE _____ PARCEL(S) INTO _____ NEW PARCELS

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

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 4-02 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? Yes No
 If yes, proof of eligibility to divide (a deed) must be submitted with this application.
PLEASE ACCOMPANY FIVE (5) 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 \$200.00 for two (2) newly created parcels, plus an additional \$10.00 for each parcel thereafter. Land divisions involving private roads require additional fees. Please refer to Chapter 4-02.04.06 of the "Code of Ordinances" for specific charges.
- 7) Proof of payment of all delinquent property taxes, City liens (if any), and applicable current special assessment installments.

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:
OWNER(S) SIGNATURE(S):		