

CITY OF NOVI LAND DIVISION/COMBINATION INSTRUCTIONS

All applications for land division in the City of Novi must be in compliance with Chapter 32 of the City of Novi Code of Ordinances and with the Land Division Act, P.A. 288 of 1967 as amended by P.A. 591 of 1996 and P.A. 87 of 1997.

If you are considering a land division or combination, we suggest you speak to the Assessing Department prior to getting surveys, paying the application fee, or transferring property, as a brief discussion could help you determine the best course of action. For changes to condominium parcels, please contact the Planning Department.

Items one (1) or two (2) through ten (10) of this “Application for Land Division/Combination” shall be completed and this application shall be notarized on page three (3), signed by all owners. The application, as submitted, shall comply with items A through D on page four (4) of this application.

This application must be signed by all persons who have any legal or equitable interest in the parent parcel(s). Attach additional ownership information and signatures as necessary.

This application shall be submitted to the City Assessor accompanied by a \$300.00, non-refundable processing fee, established by the City Council. The City Assessor will approve or deny the application within forty-five (45) days. Notice of the decision will be mailed to the applicant. If the application is approved, the City Assessor will process the division through Oakland County. The county will issue parcel numbers for the new parcels. The new parcels will go into effect the following assessment year. The City Assessor will stop accepting applications in the final two (2) full weeks of December each year. Any applications received after the cutoff date will be processed in January and any new parcels would go into effect the following January.

If the application is denied, the City Assessor will return the application to the applicant, along with a letter addressing the reason(s) for the denial and any appeal options.

If an appeal to the City Council is needed, the applicant can initiate this appeal by contacting the City Clerk – within twenty (20) days of the City Assessor's denial – to request placement on the next available agenda. The LAND DIVISION APPLICATION ALSO SERVES AS THE APPEAL FORM. The application, along with items A through D found on page four (4) of the application, and an appeal fee are required. The application is then presented to City Council for review and consideration.

The City Council will grant or deny the appeal within thirty (30) days of the appearance before City Council. City Council approval of the variance shall be indicated on this application, which the City Clerk will file with the Oakland County Register of Deeds.

If an appeal to the Zoning Board or Appeals (ZBA) is needed, the applicant can initiate this appeal by contacting Community Development, supplying all required documentation, paying the appeal fee, and requesting placement on the next available ZBA agenda. Please contact Community Development for information regarding current ZBA requirements and fees.

**CITY OF NOVI – 45175 Ten Mile Road, Novi, MI 48375
APPLICATION FOR LAND DIVISION/COMBINATION**

TO THE CITY ASSESSOR OF THE CITY OF NOVI, OAKLAND COUNTY, MICHIGAN:

I (We), the undersigned, do hereby make application to the City Assessor to divide, combine, or otherwise reconfigure the parcel(s) herein described. In support of this application, the following facts are shown:

FILL OUT **SECTION #1 FOR PLATTED (SUBDIVISION) PARCELS** or **SECTION #2 FOR ACREAGE PARCELS**

1. The property to be reconfigured is part of a recorded plat located in _____ Sub:

PARCEL NUMBER(S)	PRE % (0 – 100)	Y/N – TAXES PAID?	SCHOOL DISTRICT

2. The property to be reconfigured is an acreage parcel, and is not part of a recorded plat:

PARCEL NUMBER(S)	PRE % (0 – 100)	Y/N – TAXES PAID?	SCHOOL DISTRICT

3. It is requested that the above referenced parcel(s) be divided / combined (circle appropriate) into _____ new parcel(s).

4. Will a transfer(s) of ownership occur in conjunction with this division? Yes No

If yes, complete and attach Michigan Department of Treasury [Form 2766](#).

5. If the parent parcel(s) has any unallocated divisions – under the authority of the Land Division Act – complete and attach Michigan Department of Treasury [Form 3278](#) to indicate which child parcel(s) these divisions will transfer to.

6. Is there a Principal Residence Exemption (PRE) currently in place? Yes No

If yes, complete and attach Michigan Department of Treasury [Form 2602](#).

7. Will any of the proposed child parcels be your principal residence? Yes No

If yes, complete and attach Michigan Department of Treasury [Form 2368](#). Leave box one (1) of the form blank; this will be entered once Oakland County has assigned the new parcel number.

8. Tax billing information. Please indicate the name and mailing address for each new parcel:

Name (print): _____ List Parcels: (ex: "Parcel A", "Parcel 1", etc.)

Street Address: _____

City, ST, Zip: _____

Name (print): _____ List Parcels: (ex: "Parcel B", "Parcel 2", etc.)

Street Address: _____

City, ST, Zip: _____

9. List all owner names as they appear on the title.

*** MUST BE SIGNED BY ALL OWNERS. MUST BE SIGNED IN FRONT OF A NOTARY.**

Name (print): _____

Name (print): _____

Street Address: _____

Street Address: _____

City, ST, Zip: _____

City, ST, Zip: _____

Phone: () _____

Phone: () _____

Signature*: _____

Signature*: _____

Date: _____

Date: _____

I (We), the above signed, am (are) the legal owner(s) of the above referenced property, and do hereby swear that the statements, descriptions, and signatures appearing on this petition and/or attachments hereto, are in all respects true and accurate to the best of my (our) knowledge.

10. Petitioner information (if different from the owner). Attach document(s) granting legal authority to request reconfiguration.

Name (print): _____

Signature*: _____

Street Address: _____

City, ST, Zip: _____

Phone: () _____

Date: _____

STATE OF MICHIGAN
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____ 20__.

My Commission Expires _____

Notary Public Signature

Acting in the County of _____

APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:

(Appeals to City Council shall also include this information.)

For Divisions: attach all items **A through D**

For Combinations: attach only items **C through D**

- A.** Signed and sealed survey prepared by a Registered Civil Engineer or Licensed Land Surveyor of the existing parcel(s) and proposed parcel(s). The surveys shall:
1. Be at least 8 ½" x 14" (legal size) and at a scale of not less than 1"=100' and show all property irons and monuments found or placed on the parcel(s).
 2. Include accurate legal descriptions of the existing and proposed parcel(s). Gross/Net parcel areas shall be shown to the nearest hundredth of an acre. For parcels less than one (1) acre, parcel area shall be shown to the nearest square foot.
 3. Be dated, including the dates of any revisions.
 4. Note the existing zoning as well as the front, rear, and side-yard setbacks of each parcel.
 5. Show all existing structures, roadways, bodies of water, floodplains, and easements within fifty (50) feet of the parcel(s) to be divided. Distances from existing structures to proposed parcel lines shall be shown, as well as the location of any wells and/or septic fields.
 6. Show the means of access from each resultant parcel to an existing public road right of way.
- B.** A letter from the Registered Civil Engineer or Licensed Land Surveyor indicating that the land division, as requested, does not violate the Land Division Act, P.A. 288 of 1967 as amended by P.A. 591 of 1996 and P.A. 87 of 1997.
- C.** A copy of any/all restrictions and/or covenants, existing or proposed, which apply to or run with the land, whether recorded or not.
- D.** Proof of fee ownership (i.e.: deed, land contract, etc.) and a current commitment for title.

FOR OFFICE USE ONLY:

Assessor Signature: _____ Date: _____ Approval Denial

Reason(s) for Denial: _____

Routing for Appeal(s): _____