



**CITY OF FARMINGTON
APPLICATION TO DIVIDE PARCEL**

Date: ____ / ____ / ____

PARCEL ID ____ - ____ - ____ - ____

ZONING _____ INTENDED USE _____ SUB / LOT / ACRE _____

Application Requirements

1. A scale drawing or plot plan, of the original parcel(s).
2. A scale drawing of the proposed land division(s) which must include road frontage, square footage of each parcel, and location of all existing buildings, and the setback distance to the proposed new property lines, wells and septic systems.
3. Name and address of all legal owners of original parcel(s).
4. Copy of all restrictions and/or covenants which apply to land.
5. Date of any previous applications for same parcel and decision made by the City, if applicable.
6. A fee of two hundred and fifty dollars (\$250) for two resultant parcels, and an additional fifty dollars (\$50) for each resultant parcel in excess of two.
7. Any parties having any of the following interest in the subject property must sign this petition; Owners in fee, all parties in any land contract, all parties having interests in any purchase or option agreements. (If necessary, additional sheets may be attached.) If the parcel has already been split, those that have any legal interest in the ownership of any part of the parcel must sign this application.
8. Application and fee should be submitted to the City Assessor.
9. If property is in a trust, LLC, Corporation, a copy of the documents must be included and/or a letter of authorization designating the legal signors.

Conditions Required for Approval

10. A survey and legal description prepared by a registered land surveyor or civil engineer is required after City Council approval is given to split the parcel.
11. Splits will not be finalized until all Taxes, Water and Sewer Usage bills, and Deficit Escrow Accounts, are paid in full.
12. Where special assessments apply, the current billings on the original parcel must be paid up-to-date. The assessments for each parcel created have to be paid in full before the split will be processed.
13. Approval by the City Council is made without knowledge of any private party agreements such as Deed Restrictions, Private Road Agreements, etc. The Split Committee cannot, and will not, be held accountable for conformance with, or enforcement of, private party agreements.
14. Final Split Committee recommendation and City Council approvals of a division of land on a private road does not ensure that applicant has rights to further burden the density of use of the private road.
15. The City relies on the accuracy of data submitted by the Petitioner. Approval of proposed split is made assuming data submitted by the Petitioner is correct and complete. If data submitted is later found to be incorrect, the action by the City Council is null and void. A resubmittal to the Split Committee, and possibly the Zoning Board of Appeals, and City Council may be required.

Required Documentation	Provided Y/N
Before drawing with all setbacks & dimensions labeled	
Proposed split drawing with all setbacks & dimensions labeled	
Trust, LLC, Corporation documentation and letter of authorization	

Statement of Ownership:

Name: _____

Name (2): _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

I (We) being the legal owner(s) of the above parcels, request the combination of the referenced property. I / we do hereby swear that all of the statements, signatures and descriptions on this petition are in all respects true and accurate to the best of my / our knowledge.

Signature of Owner

Signature of Owner

Petitioner(s) Signature (if different from owner):

Name: _____

Address: _____

Phone: _____

City/State/Zip: _____

Email: _____

Signature of Petitioner(s)

Signature of Petitioner(s)

NOTARY PUBLIC

Subscribed and sworn to before me this _____ day of _____, 20____,

Signature of Notary

Notary Public, State of Michigan, County of _____.

My commission expires: _____.

Acting in _____ County.

Land Division Committee Recommendation

Approve

**Conditional
Approval**

Deny

Comments:

Building Official _____
Signature

Planner _____
Signature

Assessor _____
Signature

Date: _____

ZBA Approval Needed	Y/N	
Variance Applied for to ZBA	Y/N	
Legal Review Required	Y/N	
Final Survey Required	Y/N	

Comments

City Attorney Review

City Council Action Taken

City Council Approval Date

Reason for Approval / Denial

City Council Denial Date

City Council Minutes Attached

Routing

	Taxes and Specials Paid
	# Parcels Created
	Verified Owners Identity
	Verified MLS for New Parcels