

City of Bloomfield Hills
45 East Long Lake Road
Bloomfield Hills, Michigan 48304-2322
Phone: (248) 644-1520
Fax: (248) 644-4813

APPLICATION FOR DIVISION OR PARTITION OF LAND

FOR CITY USE ONLY: Application No. _____
Applicant Name: _____
Received By: _____
Date: _____ Time: _____

TO THE APPLICANT:

THE INFORMATION REQUESTED ON THIS APPLICATION IS THE MINIMUM REQUIRED UNDER THE CITY'S DIVISION OR PARTITION OF LAND ORDINANCE. YOU SHOULD SUBMIT ANY ADDITIONAL INFORMATION OR MATERIALS YOU BELIEVE WILL ASSIST THE PLANNING COMMISSION IN ITS REVIEW OF YOUR PROPOSAL.

CHAPTER 19 OF THE CITY CODE LISTS THE REQUIREMENTS, PROCEDURES AND POSSIBLE CONSIDERATIONS THE PLANNING COMMISSION MAY UTILIZE TO DECIDE IF A LAND DIVISION SHOULD BE APPROVED. IT IS THE APPLICANT'S RESPONSIBILITY TO DEMONSTRATE ENTITLEMENT TO A LAND DIVISION.

NO DIVISION OR PARTITIONS SHALL BE GRANTED IF THE DIVISION OR PARTITION WILL RESULT IN ONE (1) OR MORE PARCELS, LOTS OR OUTLOTS HAVING A SIZE, WIDTH OR DEPTH LESS THAN THE MINIMUM REQUIRED BY THE CITY'S ZONING ORDINANCE, OR WILL OTHERWISE CREATE A PARCEL OR LOT WHICH IS NOT A BUILDABLE SITE, UNLESS THERE SHALL ALSO BE DELIVERED AN AFFIDAVIT IN FORM LEGALLY SUFFICIENT FOR RECORDING TO BE APPROVED BY THE CITY ATTORNEY AND EXECUTED BY ALL OWNERS OF THE PARCEL SOUGHT TO BE DIVIDED OR PARTITIONED TO THE EFFECT THAT SAID RESULTANT PARCELS WHICH ARE NOT BUILDABLE SITES ARE TO BE JOINED WITH ADJOINING PARCELS OR LOTS AND MAY NOT BE USED OR DEVELOPED EXCEPT IN CONJUNCTION WITH SAID ADJOINING PARCEL. SUCH AFFIDAVIT SHALL BE RECORDED AS A COVENANT RUNNING WITH THE LAND AND IT SHALL BE UNLAWFUL TO USE OR DEVELOP SUCH PARCEL EXCEPT IN CONJUNCTION WITH SUCH ADJOINING PARCEL IN COMMON OWNERSHIP THEREWITH.

THIS APPLICATION SHOULD BE COMPLETED, TOGETHER WITH THE REQUIRED DOCUMENTS ATTACHED AND BE SIGNED UNDER OATH BY THE APPLICANT AND PROPERTY OWNERS. ADDITIONALLY, A NON-REFUNDABLE FEE OF \$1000.00 IS REQUIRED. INCOMPLETE APPLICATIONS, OR THOSE SUBMITTED WITHOUT THE PROPER FEE, WILL BE RETURNED TO THE APPLICANT WHICH WILL CAUSE A DELAY OF AT LEAST ONE MONTH.

Application No. _____

PROPERTY OWNER INFORMATION

Name(s): _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax Number: _____

Owner of Property Since: _____

PROPERTY INFORMATION

Property Address: _____

Parcel ID Number: _____

Existing Zoning: _____ Size and Dimensions: _____

Existing Use: _____

Subdivision and Lot Number(s) _____

Condominium Development Name and Unit Number(s) _____

If not part of Subdivision or Condominium Development, attach the legal description.

APPLICANT INFORMATION (Must be Owner or provide written authority from Owners attached to this Application).

Business Name: _____

Contact Person's Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone No.: _____ Fax No.: _____

Applicant's relation to property owner? _____

PROPOSED IMPROVEMENT OR USE AND RELIEF

Describe the improvement or use of the property for which Planning Commission relief is requested: _____

PRIOR REQUESTS

Have you or a prior owner of your property ever requested Planning Commission relief for this property?

Yes: _____ No: _____

If yes, please provide the following information for each request. (If more than one, provide information on an attachment.)

Application No.: _____

Date of Hearing: _____

Relief Requested: _____

Result: _____

ATTACHMENTS CHECKLIST

In addition to the fee, 18 copies of all applicable attachments listed below must be completed and submitted to the City. Please check each attachment you have provided.

_____ A plan or drawing of the parcel as it exists and showing the proposed lot division or partition. Such plan shall be drawn to scale by a registered professional engineer or registered land surveyor, and shall also show adjoining property and existing buildings within three hundred (300) feet from the subject property. The plan or drawing shall also show topographic features, floodplains, wetlands or other development constraints known to the applicant.

_____ A copy of all restrictions which apply to or run with the land, including without limitation, easement and deed restrictions. Easements located on a specific portion of a parcel or lot to be split shall be shown on the plan or drawing referenced above. The applicant shall certify by signing this application that the proposed land division or partition will not violate existing deed restrictions.

_____ A description of the use to which the owner intends to place each of the resulting parcels.

_____ The date and disposition of any previous applications for lot divisions or partitions on all or a portion of the subject parcels.

_____ Any restrictions or covenants which the owner intends to place on the resulting

parcels should the proposed land division or partition be approved.

_____ The person to whom all correspondence and notices concerning the proposed land division or partition should be sent.

_____ A written instrument in a form legally sufficient for recording which contains the legal description of the partition or division of each parcel for which partition or division is sought executed by all owners of the property, and a policy of title insurance issued by a company doing title work in Oakland County disclosing that the persons or entities executing the written instrument are the owners of the property proposed to be divided or partitioned. In the case of an owner which is not an individual, the representative capacity of the signatory, proof that he signatory possess legal authority to execute said instrument and bind the entity, shall also be provided.

_____ Application fee of \$1000.00 payable to the City of Bloomfield Hills.

_____ Property owner(s) approval (if Applicant is not property owner).

_____ Legal description of property (if property not in a subdivision or condominium).

_____ Descriptions of any prior Planning Commission Applications (if more than one).

_____ Letters or statements from neighbors (if applicable).

_____ Additional information or materials. Please describe.

Under penalties of perjury, we declare that the statements and information provided in and attached to this application are true. If any part of this Application is untrue, any approvals, permits or certificates based thereon will become void. Further, we give permission for officials of the City of Bloomfield Hills and members of the Planning Commission to enter the described property for inspection purposes in connection with this application.

Property Owner's Signature: _____ Date: _____

Property Owner's Printed Name: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Property Owner's Printed Name: _____ Date: _____

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____ Date: _____

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