

CITY OF WIXOM
49045 PONTIAC TRAIL
WIXOM, MI 48393
Telephone (248) 624 0894



GUIDELINES FOR PARCEL DIVISION/COMBINATION APPLICATION
City Code Chapter, Section 16.28.010 LAND DIVISIONS

INSTRUCTIONS

An application to combine or divide land in any way in the City of Wixom must be submitted on the attached form in accordance with the following instructions. This includes divisions or combinations of previously platted lots or site condominiums, as well as acreage parcels. For development proposals that propose to subdivide large portions of land as a planned development, such as an initial site condominium or platted subdivision, please refer to the Site Plan application process.

An application to divide or combine land requires the approval of the City, and submission to Oakland County for recording. Land Divisions/Combinations submitted directly to Oakland County will be returned to the City for review, and the City's process will begin, including the submission of required review fees. To begin the process, the following must be submitted to the City Manager's office:

1. Complete and submit Parcel Division/Combination Application to the City Manager's Office. All applications must include the following:

- A. Signed and sealed surveys (two copies) by a Registered Civil Engineer or Licensed Land Surveyor of the existing and proposed properties. The surveys shall depict the following:
 1. A boundary survey of the existing parcel(s) and associated legal description(s).
 2. Accessibility to each division must be illustrated and noted on the parcel map.
 3. The right-of-way dimension of major road (if applicable).
 4. Any existing deed restrictions.
 5. Surveys shall be at least 8.5 x 14" and at a scale of not less than 1" = 100' and show all property irons and monuments found or placed on the parcel(s).
 6. Surveys shall include accurate legal descriptions. Parcel areas shall be shown to the nearest 100th of an acre. For parcels less than one acre, parcel area shall be shown to the nearest square foot.
 7. Surveys shall be dated, including the dates of any revisions.
 8. Surveys shall show the existing zoning and the front, rear and side yard setbacks of each parcel.
 9. Surveys shall show all existing structures, roadways, easements, floodplains, and existing structures setbacks to proposed parcel lines.
 10. Survey shall show the location, dimensions and nature of proposed ingress to and egress from any existing public or private streets.
- B. A letter from the engineer or land surveyor indicating that the land division, as requested, does not violate the Michigan Land Division Act, as amended.
- C. Proof of ownership (i.e. deed) for all of the property to be divided
- D. Current title insurance commitment for all of the parent parcels.

E. Proof of payment of all outstanding and current taxes and special assessments

1. This information can be requested from the Wixom Finance Department

F. The required application and review fees

1. Commercial / Industrial - \$250 non-refundable application fee per resulting parcel

2. Residential - \$100 non-refundable application fee per resulting parcel

3. A minimum escrow deposit of \$500 for review fees for ALL applications, with the remaining balance to be returned upon process completion.

2. Once an application has been accepted by the City with ALL requirement attachments, the City Manager's office will circulate the application to relevant City Departments for review, and their comments shall be kept with the application package.

3. After review, City Administration will decide to approve or deny the application. If approved, the applicant will be notified, and the application package will be forwarded to Oakland County for processing. City Administration also reserves the right to forward land division applications to City Council for approval if needed.

4. If an application is denied, the applicant has the opportunity to request an appeal of that decision to the Wixom City Council.

A. Any person or entity aggrieved by the decision of the City may, within twenty (20) days of said decision, appeal the denial to the City Council by contacting the City Clerk, submitting an appeals fee of \$25 and securing an appointment on the next available City Council Meeting agenda.

B. Notice of the date, time and location of the appointment shall be mailed to the persons adjacent to the property to be divided. The mailing will be sent to the persons as they appear on the assessment roll.

C. The City Council will, whenever possible, resolve such appeal by a majority vote at its next regular meeting or session. The City Council has jurisdiction over appeals and will conduct a review of the application and determine whether permission to divide or combine is granted.

SHOULD YOU HAVE QUESTIONS, PLEASE FEEL FREE TO CONTACT THE CITY MANAGER'S OFFICE STAFF FOR ASSISTANCE AT (248) 624-0894.

CITY OF WIXOM
49045 Pontiac Trail
Wixom, MI 48383
248-624-0894
Citymanager@wixomgov.org



PARCEL DIVISION/COMBINATION APPLICATION
Michigan Land Division Act and Chapter 16.28 of the City of Wixom Code of Ordinances

Please review Parcel Division/Combination Application Guidelines PRIOR to submitting application

Type of Request (check one): Split _____ Combination _____

Description of Request:

Property Owner(s) Information

Name _____ Phone (____) _____ E-mail _____

Address _____ City _____ State _____ Zip Code _____

Property Owner Signature _____

I (We), the above signed, am the legal owner(s) of the above referenced property, and hereby request the division/combination of said property per the attached surveys. **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.**

Applicant Information (if different than Property Owner)

Contact Person _____ Phone (____) _____ E-mail _____

Address _____ City _____ State _____ Zip Code _____

Applicant Signature _____

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

FEE SCHEDULE

Non-Refundable Application Fee	Commercial / Industrial - \$250 per resulting parcel, per review Residential - \$100 per resulting parcel, per review
Review Fees	Minimum \$500 escrow deposit for review fees (All applications)

SECTION I. LAND DIVISION (Complete if applicable)

1. Is this division for the purpose of sale, lease of more than one year or building development?

Yes _____ No _____

(Fill out item #2 for Platted Lots or item #3 for Acreage Parcels)

2. The property to be divided is part of a recorded plat located in Section _____, having an address of _____, and is known as Lot(s) _____ of _____ Subdivision.

Parcel Identification Number (s) _____

3. The property to be divided is acreage, is not part of a recorded plat, and is located in Section _____, having an address of _____.

Parcel Identification Number _____ Original Acreage _____

Parcel Identification Number _____ Original Acreage _____

4. It is requested that the above referenced acre(s) be divided into _____ new parcels

5. TAX BILLING INFORMATION

Please indicate the name and address information for each new parcel.

A. _____ B. _____

C. _____ D. _____

6. Will the parent parcel(s) have any unallocated divisions under the Land Division Act?
____ Yes ____ No If yes, complete and attach Michigan State Tax Commission form L-4260a

SECTION II. LAND COMBINATION (Complete if applicable)

- 1. Parcel One (1)
Property Address _____
Parcel ID # _____
Zoning _____
- 2. Parcel Two (2)
Property Address _____
Parcel ID # _____
Zoning _____
- 3. Parcel Three (3)
Property Address _____
Parcel ID # _____
Zoning _____
- 4. Parcel Four (4)
Property Address _____
Parcel ID # _____
Zoning _____

*If more than four (4) parcels being combined, please attach additional sheets

SECTION III. ACKNOWLEDGEMENT

The undersigned affirms and declares that the information provided herein is true and accurate. The undersigned acknowledges that any approval of this application is not a determination that the resulting parcel(s) comply with other applicable ordinances, rules or regulations which may control the use or development of the parcel(s). It is also understood that ordinances, laws and regulations are subject to change and that any approved parcel division is subject to such changes that may occur before the recording of the division or the development of the parcels.

Property Owner Name - _____ Date - _____

Property Owner Signature - _____

STATE OF MICHIGAN)
) SS
COUNTY OF OAKLAND)

On this _____ day of _____, 20____,
_____ appeared before me and acknowledged
that they signed this Parcel Division/Combination Application.

_____, Notary Public

Acting in _____ County, Michigan
My Commission Expires: _____

ALL APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION.

(APPEALS TO CITY COUNCIL WILL ALSO INCLUDE THIS INFORMATION.)

- A. Signed and sealed surveys (two copies) by a registered civil engineer or licensed land surveyor of the existing and proposed properties. The surveys must depict the following:
 - 1. A boundary survey of the existing parcel(s) and associated legal description(s).
 - 2. Accessibility to each division must be illustrated and noted on the parcel map.
 - 3. Surveys must show the right-of-way dimension of major road (if applicable).
 - 4. Documentation of any existing deed restrictions.
 - 5. Surveys must be at least 8.5 x 14" and at a scale of not less than 1" = 100' and show all property irons and monuments found or placed on the parcel(s).
 - 6. Surveys must include accurate legal descriptions. Parcel areas will be shown to the nearest 100th of an acre. For parcels less than one acre, parcel area will be shown to the nearest square foot.
 - 7. Surveys must be dated, including the dates of any revisions.
 - 8. Surveys must show the existing zoning and the front, rear and side yard setbacks of each parcel.
 - 9. Surveys must show all existing structures, roadways, easements, floodplains, and existing structures setbacks to proposed parcel lines.
 - 10. Survey must show the location, dimensions and nature of proposed ingress to and egress from any existing public or private streets.
- B. A letter from the engineer or land surveyor indicating that the land division, as requested, does not violate the Michigan Land Division Act, as amended. For divisions of property, this should include a review of parent parcels and detail regarding the number of remaining allowable divisions.
- C. Proof of ownership (i.e. deed) for all of the property to be divided.
- D. Current title insurance commitment for all of the parent parcels.
- E. Proof of payment of all outstanding and current taxes and special assessments. This information can be requested from the Wixom Finance Department
- F. The required application and review fees:
 - Commercial / Industrial - \$250 non-refundable application fee per resulting parcel
 - Residential - \$100 non-refundable application fee per resulting parcel
 - A minimum escrow deposit of \$500 for review fees for ALL applications, with the remaining balance to be returned upon process completion.

HOMESTEAD AND FARMLAND EXEMPTIONS

The division of a property will delete the Homestead Exemption or the Farmland Exemption that may currently be in place. In order to continue an exemption from some school operating taxes, a Michigan Department of Treasury form is available at and must be submitted to the City of Wixom.

ESCROW AND ADDITIONAL FEES

Consultant and attorney costs, as may be necessary, are in addition to stated fee along with a 15% administrative fee on consulting and attorney costs. Applicants are required to submit an escrow deposit of at least \$500 along with application fees to cover these costs. The City reserves the right to request additional escrow funds be deposited should the initial amount not suffice. All unused escrow funds, along with a summary of escrow fees collected, will be returned to the applicant once the process is complete.

APPEAL FROM CITY ADMINISTRATION DETERMINATION

The City of Wixom will approve or deny a land division application within forty-five (45) days after receipt of a complete application package that conforms to Section 16.28 requirements, and will promptly notify the applicant of the decision and all of the reasons for denial. Any person or entity aggrieved by the decision of the City may, within twenty (20) days of said decision, appeal the denial to the City Council by contacting the City Clerk and securing an appointment on the next available City Council meeting agenda. Notice of the date, time and location of the appointment will be mailed to the persons adjacent to the property to be divided. The mailing will be sent to the persons as they appear on the assessment roll. The City Council will, whenever possible, resolve such appeal by a majority vote at its next regular meeting or session. The City Council will have jurisdiction over appeals and will conduct a review of the application and determine whether permission to divide or combine will be granted.

APPLICATION FOR APPEALS TO CITY COUNCIL

Date of City Denial _____ Date Appeal Filed _____
Next available agenda due _____ Payment of \$25 Appeal Fee _____

ROUTING FOR APPEAL TO CITY COUNCIL

Date	Department	Attachment	Signature
_____	City Manager	Yes/No	_____
_____	Assessing	Yes/No	_____
_____	Attorneys	Yes/No	_____
_____	Building	Yes/No	_____
_____	Engineering	Yes/No	_____
_____	Planning	Yes/No	_____

CITY COUNCIL ACTION

_____ Denied Approved with Motion _____ (Attached)

I hereby certify that the foregoing has been adopted by the City Council of the City of Wixom at a regular meeting held on this _____ day of _____, 20_____.

City Clerk
City of Wixom, Oakland County, MI

STOP

THIS PAGE FOR CITY USE ONLY

Application Checklist:

- _____ Application and Escrow fees collected
 - Commercial / Industrial - \$250 per resulting parcel, per review
 - Residential - \$100 per resulting parcel, per review
 - Minimum \$500 escrow deposit for review fees (All applications)
- _____ Surveys included with required information
- _____ Proof of Ownership for property(ies)
- _____ Proof of payment of all outstanding and current taxes and special assessments
- _____ Evidence of Land Title, if necessary
- _____ Letter from engineer or land surveyor

Signature of accepting City employee _____

Printed Name _____

Application acceptance date _____

ROUTING FOR PARCEL DIVISION/COMBINATION

Date	Review	Attachment	Review Fees
_____	Planning	_____	_____
_____	Engineering	_____	_____
_____	Public Works (If applicable)	_____	_____
_____	Attorney (If applicable)	_____	_____
_____	Building (If applicable)	_____	_____
_____	Land Division History	_____	_____

Application approved date _____

Date Sent to Oakland County for Processing _____

Application denied date _____

Reasons for denial

