

CITY OF NOVI LAND DIVISION 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.

Items 1 or 2 through 8 of this Application for Land Division shall be completed and this application shall be notarized on page two. The application, as submitted, shall comply with items A. through C. on page four (4) of this application.

This application shall be submitted to the city assessor accompanied by a processing fee that is determined by the city council (\$300.00). 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 shall process the division through Oakland County Property Description. Oakland County Property Description will create tax descriptions and parcel numbers for the new parcels. The descriptions and numbers will be in effect for the next tax billing period. A proration of the current assessed and taxable values will be in place for the remainder of the assessment year.

If the application is denied, the date of denial will be noted on page four of the application. The city assessor will promptly return the application to the applicant along with a letter stating all reasons for denial. An aggrieved applicant may appeal the assessor's determination by appearing before the city council. This appeal is initiated by contacting the city clerk within twenty (20) days of the assessor's denial and requesting placement on the next available agenda. THIS LAND DIVISION APPLICATION ALSO SERVES AS THE APPEAL FORM. This application, along with items A through on C page four (4) of this application are filed with the city clerk. The application is reviewed by all of the departments on the routing schedule for concerns and comments. The application is then presented to city council for review and consideration.

The city council shall 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 shall promptly file with the Oakland County Register of Deeds.

Note: Michigan State Tax Commission forms L-4260 and L-4260a are available at the City of Novi Assessing Department. Michigan Department of Treasury forms T-1056 (Homestead Exemption), T-1067 (Request to Rescind Homestead) and T-1063 (Farmland Exemption) are also available at the City of Novi Assessing Department.

**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:

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

Yes

No

FILL OUT ITEM #1 FOR PLATTED LOTS OR ITEM #2 FOR ACREAGE PARCELS

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

2. The property to be divided/combined 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 _____

3. It is requested that the above referenced parcel(s) be divided/combined into ____ new parcels.

4. THE PROPERTY TO BE DIVIDED/COMBINED IS OWNED BY:

NAME: _____

ADDRESS: _____

CITY, ST, ZIP: _____

PHONE: () _____ DATE: _____

OWNER SIGNATURE: _____

I (We), the above signed, am the legal owner(s) of the above referenced property, and hereby request

**ALL APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION.
(APPEALS TO CITY COUNCIL SHALL 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 shall depict the following:
 - 1. Surveys shall be at least 8 1/2" 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).
 - 2. 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.
 - 3. Surveys shall be dated, including the dates of any revisions.
 - 4. Surveys shall show the existing zoning and the front, rear and side yard setbacks of each parcel.
 - 5. Surveys shall 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.
 - B. Proof of fee ownership (i.e. deed) for all of the property to be divided and a current title insurance commitment for all of the parent parcels.
 - C. An letter from the engineer or 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.
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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 must be submitted to the City of Novi Assessing Department. These forms are available at the City of Novi Assessing Department.

APPEAL FROM CITY ASSESSOR'S DETERMINATION

The city assessor shall approve or deny a land division application within forty-five (45) days after receipt of an application package that conforms to Section 32 requirements, and shall promptly notify the applicant of the decision and all of the reasons for denial. Any person or entity aggrieved by the decision of the assessor may, within twenty (20) days of said decision, appeal the denial to the city council. Applicant must submit to the city clerk A- B & C above, letter addressed to the city council outlining the reason for appeal, and payment of the \$200.00 appeal fee (payable to the City Of Novi). The city clerk will then secure an appointment on the next available council agenda. Notice of the date shall be mailed to the persons adjacent to the property to be divided. The mailing shall be sent to the persons as they appear on the assessment roll. The city council shall, whenever possible, resolve such appeal by a majority vote at its next regular meeting or session. The city council shall have jurisdiction over appeals and shall conduct a *de novo* review of the application and determine whether permission to divide or combine shall be granted.

APPEALS TO CITY COUNCIL

Date of city assessor denial _____ Date appeal filed _____
 Next available agenda date _____ Payment of \$200 appeal fee _____

ROUTING FOR APPEAL TO CITY COUNCIL

Date	Department	Attachment Yes No	Signature
☐	Assessing	Yes No	
☐	Attorneys	Yes No	
☐	Building	Yes No	
☐	Community Dev	Yes No	
☐	Engineering	Yes No	
☐	Planning	Yes No	
☐	Public Services	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 Novi at a regular meeting held on this ____ day of _____, _____.

Cortney Hanson, City Clerk
 City of Novi, Oakland County, Michigan