



OFFICE OF COMMUNITY DEVELOPMENT

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

APPLICATION LAND DIVISION AND/OR COMBINATION

All applications for land division in the City of Dexter must be in compliance with Chapter 20, Article I of the City of Dexter Code of Ordinances and with the P.A. 288 of 1967 (the Land Division Act), as amended.

This application shall be submitted to the Community Development Manager, accompanied by a processing fee of \$350 and the documentation required as cited herein. 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 Washtenaw County and the 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 Community Development Manager, within thirty (30) days of the assessor's denial and requesting placement on the next available agenda, affording sufficient time for a 20-day written notice to the applicant (and appellant where other than the applicant) of time and date of the meeting and hearing. THIS APPLICATION ALSO SERVES AS THE APPEAL FORM.

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 assessor shall promptly file with the Washtenaw County Register of Deeds.

Note: Michigan State Tax Commission forms L-4260 and L4260a are available at the City of Dexter 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 Dexter Assessing Department.

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

1. 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.

2. The property to be divided is acreage (i.e. meets and bounds), 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. The property is zoned _____.

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

5. THE PROPERTY TO BE DIVIDED IS OWNED BY:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Owner Signature: _____

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.

6. Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____ Email: _____

Applicant Signature: _____ Date: _____

7. Will a transfer(s) of ownership occur as the result of this division?
If yes, complete and attach Michigan State Tax Commission form(s) L-4260.

8. Will the parent parcel(s) have any unallocated divisions under the land division act?
If yes, complete and attach Michigan State Tax Commission form L-4260a.

**ALL APPLCIATIONS MUST INCLUDE THE FOLLOWING INFORMATION
(APPEALS TO CITY COUNCIL SHALL ALSO INCLUDE THIS INFOMRATION)**

- A. Two signed and sealed surveys prepared by a professional land surveyor registered in the state of Michigan. The survey shall be prepared according to the guidelines specified in Section 3 of Michigan Public Act 132 of 1970, as amended, showing the parcels that would result from the requested division/combination of land, provided that the parcels are drawn as large as possible within the 8 ½ by 14 inch format required by Act 132 and shall provide all of the following information:
 - 1) Dimensions of all existing and proposed parcels.
 - 2) All existing structures on and within fifty (50) feet of the proposed parcels.
 - 3) Location of all existing and proposed public and private easements and rights-of-way.
 - 4) Existing zoning and the location of minimum setbacks on each proposed parcel, in accordance with Article 20, Schedule of Regulations in the City of Dexter Zoning Ordinance.
 - 5) All bodies of water and floodplains within fifty (50) feet of the parcel(s) to be divided or combined.
 - 6) The means of access from each resulting parcel to an existing road or street.
- B. A legal description of existing parcels of land involved in the proposed land division/combination.

