



4303 S Center Rd  
 Burton MI 48519  
 Phone (810) 743-1500  
 Fax (810) 743-5060

**City of Burton**  
**Land Division Application**

**Application Fee \$50.00**  
**Each Additional Parcel over 2 \$25.00**  
**Due Upon Final Approval \$ 100.00**  
**EFFECTIVE January 7, 2013**

PLEASE TYPE OR PRINT:

Legal Owner

Name	Phone	Fax
Address		City/State/Zip

APPLICANT: \*\*\*

If different from Owner	Name	Phone	Fax
Address		City/State/Zip	

Signature of Legal Owner	Date
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Signature of Applicant***	Date
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\*\*\*If the Applicant is not the Legal Owner of the property, then a notarized document, signed by the Owner and the Applicant, authorizing the applicant to represent Ownership interest must be filed with the Assessor's Office.

\*\*\*\*Combination request where only one parcel is in the DDA or different school districts cannot be combined. They will have to retain separate parcel numbers.

**Attached is the Land Division/Combination supplement. Please provide the supplement to the Michigan licensed professional that prepares the survey this procedure requires.**

**PARENT PARCEL(S) INFORMATION**

How many parcels are involved in the split/combination? \_\_\_\_\_

*This may include more than the parcel that is being split, if it is being combined to another parcel*

PARCEL ADDRESS (S): \_\_\_\_\_

PARCEL NUMBER (S) involved/affected:

59-\_\_\_\_\_ 59-\_\_\_\_\_ 59-\_\_\_\_\_

WHAT IS THE PURPOSE OF THIS SPLIT/COMBINATION, please give a detailed description of what is happening with the parcel(s): -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach a typed legal description of each resulting parcel to the completed application before it is submitted to the Assessor's Office.

Present zoning classification of property involved? \_\_\_\_\_

Does the public sewer & water system serve the property? Yes \_\_\_ No \_\_\_

Are you the legal owner of the property? Yes \_\_\_ No \_\_\_

Has the property sold\*? Yes \_\_\_ No \_\_\_ if so, when \_\_\_\_\_  
The property cannot be sold until lot split has been approved.

Is the parcel currently under appeal with the Michigan Tax Tribunal? Yes \_\_\_ No \_\_\_

Are the property taxes paid up to date? Yes \_\_\_ No \_\_\_

**FUTURE TAX BILL MAILING ADDRESSES FOR NEWLY CREATED PARCELS:**

**Parcel #1 or A (Circle One)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Parcel #2 or B (Circle One)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Parcel #3 or C (Circle One)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**PREVIOUS LOT DIVISIONS IN LAST 10 YEARS (IF ANY):**

**Original Parcel #:**

\_\_\_\_\_

Year Divided: \_\_\_\_\_

**Original Parcel #:**

\_\_\_\_\_

Year Divided: \_\_\_\_\_

**Original Parcel #:**

\_\_\_\_\_

Year Divided: \_\_\_\_\_

## **THE FOLLOWING MUST ACCOMPANY THIS APPLICATION**

1. Receipt showing fees have been paid.
2. Two (2) copies of the legal description of the original parcel(s).
3. Two (2) copies of the legal descriptions of parcels to be created by the split/combination.
4. Two (2) copies of a plot plan prepared by a registered land surveyor clearly showing the lot lines of current parcel (s) and division of the property to be split **including buildings with setbacks on the survey.**
5. Names and addresses for each parcel for future tax bill mailings see sheet 2.
6. List previous divisions of the parcels in the last ten (10) years, if any. (See page 3).
7. Provide current and previous three years of taxes paid. **Winter of current year must be paid by Dec 31 for split to have a final approval.**
8. In addition, any other information as deemed necessary per Ordinance No. 157.091.
9. A release from the Mortgage Company stating the property can be combined/split or documentation showing that there is not a Mortgage on the property. This is for all properties involved in the split/combination. If the property is being added to another piece that contains a mortgage, the mortgage company must submit a letter stating we can change the legal description.