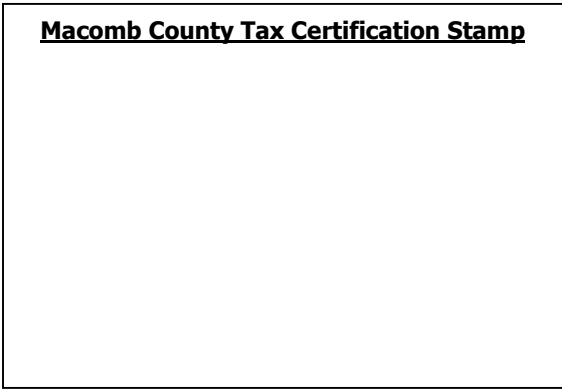


Application for Land Division and or Combination

City of Roseville Assessing
29777 Gratiot
Roseville, MI 48066
586-445-5430
assessing@roseville-mi.gov



Applicant's Information:

Applicant's Name: _____ Phone No. _____

Applicant's Address: _____

City, State, Zip: _____

THE FOLLOWING ACTION IS REQUESTED BY THE APPLICANT:

____ DIVISION ____ COMBINATION

PARENT PARCEL(S):

- PARCEL 1: 08-14-_____ ADDRESS _____
- PARCEL 2: 08-14-_____ ADDRESS _____
- PARCEL 3: 08-14-_____ ADDRESS _____
- PARCEL 4: 08-14-_____ ADDRESS _____
- PARCEL 5: 08-14-_____ ADDRESS _____
- PARCEL 6: 08-14-_____ ADDRESS _____

Number of new parcels: _____

Intended use (residential, commercial, etc.) _____

Legal Property Owners Name: _____ Phone No. _____
(If other than Applicant)

Owners Address: _____

PLEASE READ BEFORE SIGNING:

I agree that all foregoing statements on this application are true and correct, and if found to be otherwise, the application and the city's approval thereof will be rendered null and void. I understand this is a parcel division which conveys only certain rights under the applicable local land division ordinance, the zoning ordinance, and the State Land Division Act and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

Property Owners Signature: _____

Date: _____

LAND DIVISION/COMBINATION SUBMITTAL REQUIREMENTS

Prior to submitting this application to the Roseville Assessing Department you will need to take the completed land division application to the Macomb County Treasurer's Office –Land File Division and get a tax certification stamp. The tax certification fee is \$5.00. The Macomb County Treasurer's Office –Land File Division is located at 1 S. Main, 2nd Floor, Mt Clemens MI 48043 (PA 23 of 2019)

- A completed application for the land division or combination must be submitted to the Roseville Assessing Department.
- Two copies of the proposed land division, in the form of a survey prepared by a Professional Engineer or a Land Surveyor licensed in the State of Michigan. Survey must show the proposed parcel lines, legal descriptions, utility lines and or easements, encroachments, bearings, dimensions, road right-of-way and all structures with dimensions and distances from all proposed property lines, of each resulting parcel.
- Proof that the applicant is the fee simple owner of the parcel(s). The owner must attach a copy of the deed, Property Transfer Affidavit, Land Contract, etc.
- Nonrefundable processing fee of \$200.00 to be paid to the City of Roseville.
- Any due or unpaid taxes or special assessments pertaining to the land proposed to be divided or combined shall be paid prior to the division.
- Applicant/owner must be in compliance with all applicable city ordinances, codes, provisions, standards, rules and regulations which regulate and control the division and or development of land.

Please note that land divisions and combinations can be applied for at any time during the year but parcels are only split or combined in January. In order for a parcel to be split and or combined for the upcoming assessment and tax year, applications must be approved by December 1st. Applications that are approved after December 1st will not be processed until the following assessment and tax year. *(Example: apply and receive approval before December 01, 2021 for the change to be effective for the 2022 assessment and tax year. Apply and receive approval after December 01, 2021 for the change to be effective for the 2023 tax year.)*

Upon receipt of an application, the City will begin the review process. All complete applications will be reviewed by the Assessing and Building Departments. The application will be approved or denied within 30 days from the filing of the application with the Assessing Department. Any department conducting an application review may request or require additional documentation.