



Land Division/Combination/Lot Line Adjustment Application

Boundary line changes (division of land, parcel combinations, lot line adjustments) must be approved by Oakfield Township before a transfer of ownership of the newly described parcel can occur. Applicants must complete this form in its entirety and pay all associated fees or this application may be returned. Completed applications should be submitted to:

Oakfield Township Assessor
 10300 14 Mile Rd
 Rockford, MI 49341
 Phone: (616) 754-5679
 email: assessor@oakfieldtwp.org

Approval of any boundary line change requires compliance with the Land Division Act (Public Act 591 of 1996 of the State of Michigan) as well as compliance with Chapter 15 Land Division of the Oakfield Township Zoning Ordinance.

Required Documents

1. Site plan of all existing parcels involved (hand drawn, aerials, survey etc.)
2. Legal descriptions of all existing parcels involved
3. Tax Certification form (attached) endorsed by the Kent County Treasurer showing all taxes have been paid on the primary parcel
4. A survey showing the following:
 - a. Lot dimensions for each proposed parcel
 - b. Location of all existing buildings (homes, sheds, pools, etc.) drawn to scale and their distance from all proposed boundary lines.
 - c. Legal descriptions for each proposed parcel
 - d. Location of easements for public utilities
 - e. Location and legal descriptions for all existing easements and rights-of-way
5. Proof of ownership (deed, land contract, etc.)
6. For land divisions only: Michigan Department of Treasury form L-4260A (Notice to Assessor of Transfer of the Right to Make a Division of Land) identifying the number of divisions conveyed to each proposed parcel.
7. A check payable to Oakfield Township for all application fees

Land Division Fee Schedule

2 new parcels	\$45.00
3 new parcels	\$55.00
4 new parcels	\$65.00
additional parcels	+\$10.00 ea

There is no charge for combinations and lot line adjustments.

The Township has 45 days from receipt of a completed application to issue final approval of a boundary line change. An application is considered complete once all required documentation has been submitted.

For assessor's use only

Date Received: ___ / ___ / ___

Date Reviewed: ___ / ___ / ___

Approved: Y/N

Contact Information

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ - _____

Email: _____

Owner Information (if different from applicant)

If applicant is different from owner, applicant must provide a letter signed by the owner authorizing them to act on owner behalf.

Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ - _____

Email: _____

Parcel Information

Please enter all parcel numbers and addresses for properties involved in this boundary line change. Attach additional sheets if necessary.

1. 41-08-____-____-____ St #: _____ Street Name: _____

2. 41-08-____-____-____ St #: _____ Street Name: _____

3. 41-08-____-____-____ St #: _____ Street Name: _____

4. 41-08-____-____-____ St #: _____ Street Name: _____

Proposal

Check one of the following:

____ Land Division

____ Combination

____ Lot Line Adjustment

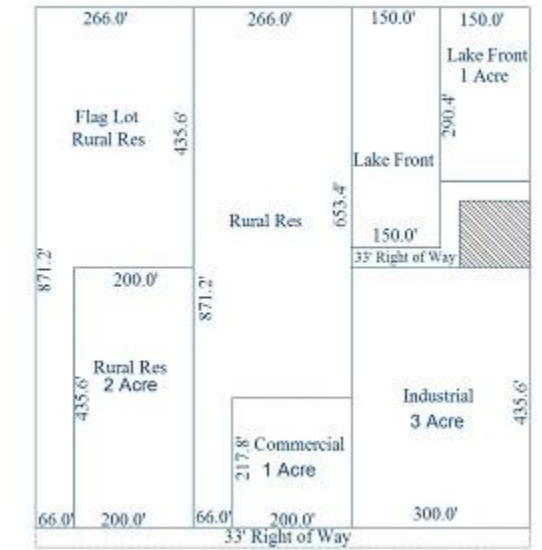
Please answer the following:

1. Does each parcel meet the minimum size requirement per Oakfield Township Zoning, excluding right of way? See image below or reference.

- a. ___ 2 acres Rural Residential (RR)
- b. ___ 1 acre Lakefront Residential
- c. ___ 1 acre Commercial
- d. ___ 2 acres Light Industrial

2. Does each parcel meet the minimum frontage requirements? See image below for reference.

- a. ___ 200 Linear Feet RR/Commercial
- b. ___ 66 Linear feet flag lot (RR only)
- c. ___ 150 Linear Feet Lakefront Res
- d. ___ 300 Linear Feet Light Industrial



3. If creating multiple flag shaped lots is there at least 200 linear feet between each pole as in the figure above?

- ___ Yes
- ___ No
- ___ N/A

Affidavit

1. I hereby certify that all statements made on this document are true, and if found to be untrue, this application and subsequent approvals may be void.
2. I grant Oakfield Township officials (assessor, building, zoning, etc.) permission to access properties involved in this application for the purpose of inspection to verify the accuracy of this application.
3. I understand that any approval hereafter only constitutes approval of requested legal descriptions and does not provide, constitute, infer or imply buildability or compliance with any applicable statute, law, building code, deed restriction, or property right.
4. Further, I agree to comply with conditions or regulations provided with this parcel or tract division.

Certification

The property owner must sign below. Agents are required to provide proof of a power of attorney to sign on behalf of the owner. If multiple parcels are involved, all parcel owners must sign below.

Signature of property owner _____

Printed Name: _____

Date signed: ____ / ____ / ____

Signature of property owner _____

Printed Name: _____

Date signed: ____ / ____ / ____

Signature of property owner _____

Printed Name: _____

Date signed: ____ / ____ / ____

Signature of property owner _____

Printed Name: _____

Date signed: ____ / ____ / ____

Signature of property owner _____

Printed Name: _____

Date signed: ____ / ____ / ____