

## LAND DIVISION PROCEDURES

These procedures are intended to be basic guidelines for obtaining a division of land in the City of Royal Oak. Extenuating circumstances may require additional information or procedures to be followed prior to the City granting a land division.

1. The top portion of the application must be completed by the owner of the property.
  
2. When submitting the application, the following is required:
  - Survey by registered surveyor showing location of any existing structures, location of existing utilities and easements, and proposed legal descriptions for new parcels.
  - Proof of ownership--copy of warranty deed or land contract.
  - A copy of the conveyance or purchase agreement (if applicable).
  - The applicant should review their request with Planning to determine if the land division is permissible.
  - Fee Schedule:
    - 1 lot into 2 = \$150.00
    - 1 lot into 3 = \$175.00
    - 1 lot into 4 = \$200.00
  
3. The application will be circulated throughout the following departments: Assessor's, Planning, and Treasurer's. After receiving comments, the application is returned to the Assessor's Office for processing.
  
4. Divisions may be handled administratively while others may be considered by the City Commission for approval if proposed division is not along existing lot lines. A public hearing may be set at which time the applicant will be requested to appear.
  
5. All taxes, water bills, and fees must be paid in full prior to finalizing proposed land division.

**APPLICATION FOR LAND DIVISION**

**Applicant Section**

Date \_\_\_\_\_ Fee Paid \_\_\_\_\_ Current Zoning \_\_\_\_\_

Parcel # \_\_\_\_\_ Telephone \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Reason for Detachment/Combination \_\_\_\_\_

\_\_\_\_\_

I hereby state that I/We hold title or contract to above mentioned property.

Signature \_\_\_\_\_

Agent \_\_\_\_\_

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**Assessor's Office**

	Yes	No	Initial	Date
Evidence of title and/or ownership	_____	_____	_____	_____

Property eligible to be split	_____	_____
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Vacant or improved \_\_\_\_\_

Comments \_\_\_\_\_

Signature \_\_\_\_\_

**Treasurer's Office**

Taxes paid to current year 20\_\_

	Yes	No	Initial	Date
Summer	_____	_____	_____	_____
Winter	_____	_____		
Special Assessments	_____	_____		
Other Outstanding fees and water bills	_____	_____		

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**Planning Department**

	Yes	No	Initial	Date
Lot Width	_____	_____	_____	_____
Lot Area	_____	_____		
Set Backs	_____	_____		
Existing Structures	_____	_____		
Will existing structures be conforming	_____	_____		

Comments \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_