PROPERTY LINE ADJUSTMENT/COMBINATION APPLICATION

This application is for property owners who wish to modify their property lines without creating any new parcels (i.e. sell property to an adjacent landowner without creating any new buildable lots). This activity does not require approval per the Land Division Act, however it is necessary to receive Township approval ensuring that all remaining parcels conform to the Spring Lake Township Zoning Ordinance.

Property line adjustments become official in January. Any application received between February and December MAY be processed, but the new parcel numbers will not be official until January of the following year. Summer and winter taxes for the year of the property line adjustment should be paid by the end of the calendar year. After the adjustment is official new parcel numbers will be issued and the taxes must be paid on the old parcels before the change is finalized.

LOCATION of Parcel(s) to be adjusted:
Address(es):_______________________________________________________________________
Parcel Numbers:  ______-______-_______-_______-_______
Parcel Numbers:  ______-______-_______-_______-_______
Parcel Numbers:  ______-______-_______-_______-_______
Legal description of parcels:  (attach extra sheet if needed)
_______________________________________________________________________________________
_______________________________________________________________________________________
_____________________________________________________________________________________

PROPERTY OWNER  (full name from Deed)
Name__________________________________________________          Phone (____) _____-_______
Address_____________________________________________________________________________
City State Zip_________________________________________________________________________
Email Address_________________________________________________________________________

APPLICANT (if not the Property Owner)
Contact Person’s Name_________________________________________________________________
Business Name_______________________________________________________________________
Address_____________________________________________________________________________
City State Zip_________________________________________________________________________
Email Address_________________________________________________________________________

PROPOSAL  Describe the lot line adjustment being proposed
Intended use (residential, commercial, etc.)___________________________________________
The remaining and new layout of the parcels provides access to an existing public road by:

☐ Frontage on an existing public road.
☐ A new public road - proposed road name:
  (road name cannot duplicate an existing road name)
☐ A new private road or easement - proposed road name:
  (road name cannot duplicate an existing road name)
☐ A new shared residential driveway
ATTACHMENTS (all attachments must be included) Letter each attachment as shown here:

A. A survey or map indicating the following:
   a. dimensions of the existing and proposed property layout;
   b. existing and proposed road/easement rights-of-way, and
   c. easements for public utilities from each parcel to existing public utility facilities.
B. Indication of approval from Spring Lake Township for any new private road or shared driveway.
C. Any required approvals from the County Road Commission or MDOT for each proposed new parcel.
D. A legal description of the proposed parcels and new road or shared residential driveway and any required Township approvals,
E. Other (please list)____________________________________________________________________

IMPROVEMENTS Describe any existing improvements (buildings, well, septic, etc.) on the parcels involved or indicate none (attach extra sheets if needed)
_______________________________________________________________________________________
_______________________________________________________________________________________
_____________________________________________________________________________________

I agree the statements made above are true, and if found not to be true this Application and any approval will be void. I agree to give permission for officials of the municipality, county and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify that the information on the Application is correct at a time mutually agreed with the Applicant.

I understand zoning, local ordinances and State Acts change from time to time, and if changed the layout made here must comply with the new requirements (apply for division approval again) unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

Property Owner’s Signature
____________________________________________________________

Date________________________________________

DO NOT WRITE BELOW THIS LINE

$________________   Receipt No.______________

REVIEWER’S ACTION:

☐ APPROVED Conditions, if any __________________________________________

☐ DENIED Reasons (cite §) __________________________________________

Department Signature________________________________________

Date____________________________________