

City of Farmington Hills, Planning Office
31555 Eleven Mile Rd., Farmington Hills, MI 48336
www.fhgov.com
248-871-2540 Fax: 248-871-2521

LAND TRANSFER
Administrative Review

Fee: \$85.00

Land Transfer # _____ Received by: _____ Date: _____

TO THE PLANNING OFFICE OF THE CITY OF FARMINGTON HILLS, OAKLAND COUNTY, MICHIGAN: I (We) the undersigned do hereby make application to the City of Farmington Hills to adjust the property herein described and in support of this application the following facts are shown:

(FILL OUT ITEM 1 OR 2 – WHICHEVER APPLIES)

1. The properties to be adjusted are part of the recorded plat and located in Section _____ having addresses of (transferring property) _____ (receiving property) _____, on the _____ side of the street and is known as Lot(s) _____ of _____ Subdivision. Sidwell # 23-_____.

2. The properties to be adjusted are in acreage, not part of a recorded plat and are located in Section _____, having addresses of: (transferring property) _____ (receiving property) _____ Total # of Acre(s): _____ Sidwell # 23-_____.

3. **STATEMENT OF OWNERSHIP:**
THE PROPERTY IS OWNED BY:

NAME (PRINT): _____	NAME (PRINT): _____
ADDRESS: _____	ADDRESS: _____
CITY: _____	CITY: _____
PHONE: _____	PHONE: _____
e-Mail: _____	e-Mail: _____

I (We) _____ being the legal owner of the above described parcels, request the transfer of referenced property per the attached survey.

_____ Signature of Owner	_____ Signature of Owner
Date: _____	Date: _____

Subscribed and sworn to before me this _____ day of _____, _____ County, Michigan
Notary Public (_____), My commission expires: _____

Subscribed and sworn to before me this _____ day of _____, _____ County, Michigan
Notary Public (_____), My commission expires: _____

4. Name of Petitioner (if different from owner) Print: _____
Address: _____ City _____ Zip _____
Signature of Petitioner: _____ Phone: _____

5. **TAX BILLING INFORMATION**

Please indicate the names and addresses where the tax bills are to be sent for each new parcel created. Attach additional pages, if necessary:

(1) _____	(2) _____
_____	_____
_____	_____

NOTE: If mailing address is different than property address, please list both.

ALL APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:

- A. Three (3) copies of survey at a scale of not less than 1"=50' prepared by a registered Civil Engineer or Land Surveyor showing the following:
 - 1. Existing property lines with dimensions.
 - 2. Proposed division lines with dimensions.
 - 3. Location and dimensions of any structure on the property, and any structure within (50) feet of the property under consideration. Distances from structures to proposed property lines must be shown.
 - 4. Area in square feet of each proposed new parcel.
 - 5. Width (in feet) of each new parcel at the required front setback line.
 - 6. Any existing or proposed easements with dimensions.
 - 7. Location of access for each parcel from easements or public right-of-way.
- B. Three copies (3) of the legal descriptions of the existing parcel(s) and proposed parcel(s).
- C. Proof of ownership.

DO NOT WRITE BELOW THIS LINE

PLANNING DEPARTMENT APPROVAL

All new parcels meet zoning ordinance
Requirements: Yes No

Proof of ownership submitted:
Yes No

Division and Development Plan submitted:
Yes No
Department Signature
Comments:

ASSESSOR'S OFFICE APPROVAL

Name on land file: _____

Plat Act Compliance Yes No
SAD, Payoffs Yes No
Taxes Paid Yes No

Department Signature: _____
Comments:

ENGINEERING DEPARTMENT

Approval Required: Yes No

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LAND TRANSFER APPLICATION ROUTING PROCESS

All completed applications shall be submitted to the Planning Office:

The Assessing Office shall forward a copy of the complete application package to the Planning and Engineering Offices for review.

The Planning Office shall review each application and make one (1) of the following recommendations to the Assessor's Office:

1. Approval of the Land Transfer Application.
2. Denial of the Land Transfer Application and forward with reasons for denial.
3. Determination that the Land Transfer Application requires Planning Commission approval and informs the owner of necessary process.

The Engineering Office shall review each application and determine whether or not all code requirements have been complied with and forward to the Assessing Office.

IMPACT OF LAND TRANSFER ON TAX BILLING

When a request to divide Real Property is approved by the Assessor's Office the following deadlines shall apply for Tax Billing purposes:

Splits processed prior to May 1st will appear on the Summer Tax Billing (if applicable) with the new parcel description and assessed values.

Splits processed after May 1st, and before September 1st, (Deadline for Winter Billing) will appear on the Summer Tax Billing under the original parcel description. The new parcel description and values will appear on the Winter Tax Billing.

Splits processed after September 1st will not appear in their new description until the next Assessment year. The original description will appear on the current tax billing (Winter Tax Only).

Any outstanding tax liability **MUST** be paid before the Assessor's Office will process the split request.

Upon the request of the taxpayer, the Assessor's Office will divide the taxes based on the proposed split for informational purposes only if the split request is processed after the deadline for any Tax Billing season.