

# DANBY TOWNSHIP

13122 Charlotte Hwy, Sunfield, MI 48890

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## BOUNDARY LINE ADJUSTMENT APPLICATION

You **MUST** answer all questions and include all attachments, or this will be considered an incomplete application and will be returned to you. All required information on the application form along with the fee is to be submitted to the Administrator at the address listed **at the bottom of this page**.

The Administrator has **45 DAYS** by law after receiving a COMPLETE application to make a decision on the application. This is per statute.

All deeds for parcels of unplatted land within the State of Michigan after the effective date of this act shall contain the following Statement:

The grantor grants to the grantee the right to make \_\_\_\_\_ division(s) under Section 108 of the Land Division Act, Act No. 288 of the public Act of 1967.

**ALL OWNER(S)** of **EVERY PARCEL** being SPLIT, COMBINED OR HAVING THE BOUNDARY LINES ADJUSTED must sign the application before it is given to the administrator.

**Approval of this application is NOT a determination that the resulting parcel(s) comply with other ordinances or regulations; examples include, but are not limited to the following; private road construction, easement construction, health department, road commission requirements and/or your mortgage agreement.**

**Application fee:** \$70 for 1 boundary line adjustment between two parcels. \$20 per additional property being adjusted within the same application.

**The application, application fee, and all questions should be directed to:**

Heather L. Hoffman  
Danby Township Assessor  
PO Box 175  
Lowell, MI 49331  
616-987-0067  
assessorhoffman@gmail.com

**DANBY TOWNSHIP**  
**BOUNDARY LINE ADJUSTMENT APPLICATION**

TODAY'S DATE: \_\_\_\_\_

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

Description of proposed changes to parcel or parcels: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All **OWNER(S)** of the properties being COMBINED **must sign** the application before it is given to the administrator.

**SIGNATURE(S) OF ALL OWNERS:-** (owners of all affected parcels must approve the combination)

Parcel #: \_\_\_\_\_ Owner's name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Parcel #: \_\_\_\_\_ Owner's name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Are any of the above referenced parcels or any portion of these parcels in a **PA 116** program or **THE FARMLAND PRESERVATION PROGRAM?** **YES or NO**

# DANBY TOWNSHIP

## BOUNDARY LINE ADJUSTMENT APPLICATION

### ITEMS REQUIRED for APPLICATION

**PLEASE INITIAL AND ANSWER EVERY LINE SIGNIFYING THAT YOU UNDERSTAND AND COMPLY WITH THE FOLLOWING, AND PROVIDE THE ITEMS REQUESTED TO MAKE THIS APPLICATION COMPLETE:**

\_\_\_\_\_(initial) Attach a copy of a legal survey(s) prepared by a licensed land surveyor OR an accurate to-scale drawing which includes the following:

1. \_\_\_\_\_ **Adequate and accurate legal descriptions for every new parcel(s)**
2. \_\_\_\_\_ **Adequate and accurate legal description for the remainder of the original parcel.**
3. \_\_\_\_\_ **All lot line dimensions and buildings noted on survey or drawing**
4. \_\_\_\_\_ **Any known easements for public utilities noted on survey or drawing**
5. \_\_\_\_\_ **Any driveway easement or proposed private road noted**
6. \_\_\_\_\_ **Acreage of each resulting parcel noted**

#### **One of the following MUST BE PROVIDED AS PART OF THIS APPLICATION:**

\_\_\_\_\_(initial) (i) All property taxes and special assessments due on the parcels or tract subject to the proposed change for the 5 years preceding the date of the application have been paid, as established by a certificate from the **county treasurer** of the county in which the parcel or tract is located.

\_\_\_\_\_(initial) (ii) If property taxes or special assessments due on the parcel or tract subject to the proposed division have not been paid, the unpaid property taxes or special assessments have been apportioned by the township or city assessing officer as provided by section 53 of the general property tax act, 1893 PA 206, MCL 211.53. Any apportioned property taxes or special assessments are a lien against the parcels or tracts as apportioned by the assessing officer and shall be treated in the same manner as property taxes and special assessments of the year of the original assessment for the purpose of collection and sale for delinquent taxes under the general property tax act, 1893 PA 206, MCL 211.1 to 211.155.

\_\_\_\_\_(initial) Proof that current year taxes are paid up-to-date at time of application.

\_\_\_\_\_(initial) Each resulting new parcel meet the depth to width ratio of 1 to 4 per the Land Division Act.

\_\_\_\_\_(initial) All parcels must have the required easement/accessibility from the parcel to any existing private or public road for ingress and egress and public utilities.

\_\_\_\_\_(initial) Attach a legal description of any proposed new road, easement or shared driveway- if applicable.

\_\_\_\_\_(initial) Attach any and all Parcels that may use the easement. (surrounding parcels)- if applicable.

\_\_\_\_\_(initial) All Buildings and improvements (sheds etc.) need to be outlined on survey or drawing.

## ITEMS REQUIRED for APPLICATION CONTINUED...

\_\_\_\_\_ (initial) The newly created parcels will not be on the tax roll until NEXT year -example: approval given 2020, new parcels will not be active until 2021 tax year. (The township WILL NOT prorate taxes based on this land division application-current year SUMMER and WINTER tax bills will be sent to the parent parcel address(es).)

\_\_\_\_\_ Does each new parcel have frontage on an existing public road? **YES or NO**

\_\_\_\_\_ Does each new parcel have frontage on a new private road? **YES or NO**

\_\_\_\_\_ Does each new parcel have frontage on a new private road easement? **YES or NO**

\_\_\_\_\_ (initial) If a resulting parcel is **less than 1 acre** in size- PLEASE NOTE:

- *a building permit shall not be issued unless the parcel has ALL of the following: (a) Public water or city, county, or district health department approval for the suitability of an on-site water supply under the same standards as set forth for lots under rules described in section 105(g) (b) Public sewer or city, county, or district health department approval for on-site sewage disposal under the health department standards as set forth for lots under rules described in MCL 560 section 105(g).*
- *The municipality or county approving a proposed division resulting in a parcel **less than 1 acre** in size and its officers and employees are not liable if a building permit is not issued for the parcel*

\_\_\_\_\_ Check made out to **DANBY TOWNSHIP** for application fee.

FOR TOWNSHIP USE ONLY

PARCEL NUMBER(S) AS OF MARCH 31, 1997: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CHILD PARCEL NUMBER AS OF TODAY: \_\_\_\_\_

NEW PARCEL NUMBER(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ CLASSIFICATION OF PARCELS

\_\_\_\_ COMPLETE PROPOSED BOUNDARY LINE APPLICATION

\_\_\_\_ FEES PAID

\_\_\_\_ TAXES PAID UP TO DATE

\_\_\_\_ TAXES PAID, DATE PARCELS BEING CREATED

\_\_\_\_ APPROVED\* \_\_\_\_\_ DATE \_\_\_\_\_  
Heather Hoffman- Danby Township

\*APPROVAL OF APPLICATION IS **NOT** A DETERMINATION THAT THE RESULTING PARCEL(S) COMPLY WITH OTHER REGULATIONS.

\_\_\_\_ DENIED\* \_\_\_\_\_ DATE \_\_\_\_\_  
Heather Hoffman-Danby Township

\*attached is a letter explaining why the application was denied

Once descriptions have been approved, no changes can be made without a new application.