City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
tcclerk@traversecitymi.gov

Dear Applicant:

Subject: Application for a Land Division/Boundary Adjustment

Enclosed is an Application for a Land Division/Boundary Adjustment which must be completed in its entirety prior to submission. "Boundary adjustment" means a property transfer between two or more adjacent parcels in the same plat that results in no new buildable lots or creates fewer buildable lots than originally platted. "Land Division" involves new buildable lots. Please familiarize yourself and adhere to the Traverse City Code of Ordinances Chapter 1244 Section 1244.05 *Land Division* which can be viewed in its entirety at: https://library.municode.com/mi/traverse_city/codes/code_of_ordinances?nodeId=PTTWELVEPLCO_TITFOURSURE_CH1244SUPR_1244.05LADI.

When submitting your application, please include the following:

1). $220 Application Fee
2). Proof of ownership i.e. deed, land contract, option to purchase agreement
3). Legal Description of parent parcel(s) and proposed parcel(s)
4). Current original land survey prepared by a registered professional land surveyor
5). Notarization of each property owner's signature
6.) Certification of Taxes paid from County Treasurer

Please note that even though your application may be accepted, a land division does not occur until receipt of a registerable conveyance is supplied to the City of Traverse City from the Grand Traverse County Register of Deeds.

Once your application and required documents have been received, the City Clerk's Office will obtain approvals from the appropriate departments and agencies. Once all departments have approved your request, the City Clerk's Office will forward your application to the Grand Traverse County Register of Deeds for recording.

We hope this information is helpful! The City of Traverse City looks forward to working with you to compliment the living experience in Traverse City! Should you have any questions, please feel free to contact anyone in the City Clerk's Office at (231) 922-4480 or contact Katie Miller, Administrative Specialist at millerk@traversecitymi.gov .

Most Sincerely,

Sarah B. Lutz, MiPMC, CMC
Interim City Clerk

City of Traverse City
APPLICATION FOR LAND DIVISION AND/OR
BOUNDARY ADJUSTMENT
(City Ordinance 1244.05)

Applicant's Name:_____

Address:_____

Phone#:_____

Representative Name: _____ Phone #: _____

Email Address: _____

Please indicate if: _____Land Division _____Boundary Adjustment

Brief Description/Narrative of Plan: _____

_____

_____

Proof of Ownership*: Deed____ Land Contract____ Option to Purchase Agreement____
If an unplatted tract or parcel; # of Division Rights:_____
** Please do not include documents with personal information such as Social Security Numbers, Birth Dates, Driver's License Numbers, Bank Account Numbers, etc.*

Current Status - for subject "Parent Property or Properties"

Current Owner:_____

Owner Phone #:_____

Property Tax Identification #:_____

Additional Property Tax Identification #:_____

Property Address: _____

Additional Property Address:_____

Legal Description Requirement - Please attach the following:

_____ Legal Description of parent parcel(s)
_____ Legal Description of proposed parcel(s)

The owner(s) of the above real property, in accordance with Traverse City Code of Ordinances Section 1244.05, requests that the attached legal descriptions be placed upon the City assessment and tax rolls.

Land Survey Requirement

A current land survey prepared by a registered professional land surveyor, containing the following information **must** be submitted with the application – up to 11x17 hard copy, or digital PDF accepted. Please check-off any of the below items which are indicated on the survey.

_____ 1. Survey drawn to scale, showing (attach & label accordingly)

- ____ a) current boundaries of original parent parcel
- ____ b) all previous divisions made from original parent parcel
- ____ c) proposed division(s)
- ____ d) dimensions of the proposed divisions
- ____ e) existing and proposed road/easement rights-of-way
- ____ f) existing and proposed public utilities which provide service to the parcel
- ____ g) any existing improvements (buildings, wells, septic system, driveways, etc. including setback requirements
- ____ h) legal description of all divisions and remainder of parent parcel
- ____ i) wetlands
- ____ j) flood plains
- ____ k) underground storage tanks, contaminated soils
- ____ l) existing topography and proposed preliminary drainage plans

_____ 2. Certification that boundary corner monuments have been, or will be, placed.

I agree the aforementioned statements made are true, and if found not to be true, this application and any approval shall be void. Further, I agree to comply with the conditions and regulations provided with this parcel division. In addition, I agree to give permission for the officials of the City of Traverse City, Grand Traverse County, and/or the State of Michigan to enter, during reasonable work hours, the property where this parcel is proposed for purposes of inspection. Finally, I understand this is only a parcel division which conveys certain rights under the applicable local land division ordinance and the State Land Division Act (formerly the subdivision control act P.A. 288 of 1967, as amended (particularly by PA. 591 of 1996), MCL 560.101 et.Seq.) and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restrictions or other property rights.

Lastly, even if this division is approved, a land division does not occur until receipt of a registerable conveyance is supplied to the City of Traverse City. I understand if zoning, local ordinances and State Acts change prior to land divisions being completed (registerable conveyances) the divisions must comply with the new requirements unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds. I further understand that this approval is valid for six months from the date of issuance and if the proposed land division is not completed during the six month time frame, a new application and approval must be obtained.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.

SIGNATURE OF OWNERS (All property owners' signatures must be notarized.)

Property Owner's Signature: _____ **Date:** _____

Property Owner's Printed Name: _____

STATE OF MICHIGAN)
) ss
COUNTY OF GRAND TRAVERSE)

The foregoing instrument was acknowledged before me this _____ day of

_____, _____, by _____.

_____
Notary Public
County of _____, State of Michigan
My Commission Expires:
Acting in the County of _____

Property Owner's Signature: _____ **Date:** _____

Property Owner's Printed Name: _____

STATE OF MICHIGAN)
) ss
COUNTY OF GRAND TRAVERSE)

The foregoing instrument was acknowledged before me this _____ day of

_____, _____, by _____.

_____
Notary Public
County of _____, State of Michigan
My Commission Expires:
Acting in the County of _____

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