

FRENCHTOWN CHARTER TOWNSHIP
2744 Vivian Road, Monroe, MI 48162
Assessing Department 734-242-8588 Building Department 734-242-5900

Metes and Bounds APPLICATION

Circle which applies: Land Division or Combination

- Township fees:
 \$100.00 Per Combination
 \$100.00 Per New Legal Description

Name of applicant (please print) _____

Signature of applicant _____

Email Address _____

Phone number _____ Date ____ / ____ / ____

- Affidavit and Permission to enter for inspections form

Building Department information needed:

List of all parcel numbers involved in the division or combination:

Provide a description of desired outcome: (attach extra pages if needed)

Provide a site plan and it must include the following if applicable:

- Property lines dimensions and any easements
- All structures, their dimensions and location on property
- Location of septic tank and seepage bed

When you have obtained all the information you will then turn it in to the Building Department to be reviewed and a decision will be made. You will be notified of the outcome.

Building Department only:

- Tentatively Approved*
- Denied*

If denied explain why.

Building/Zoning Signature _____ Date ___ / ___ / _____

Once approved have applicant complete the next steps and then turn all the information into the Assessing Department.

Assessing Department Information needed:

For Divisions only:

- You must submit a legal survey with a surveyor's seal showing the parcel to be **divided** with detailed legal description of all parcels being created, including any remainder parcels. Any structures on the property must be indicated on the survey as well as road access/frontage information.
- Applicant must provide a copy of the Deed for the parcel that is to be split. The name on the Deed must match the name of the applicant.
- History of previous divisions

For Combinations only:

- For any parcels being **combined** a survey is required.

- Submit a copy of the Deed for all parcels that include the Legal Tax Description. The name on the Deeds must match the name of the applicant(s).

The following are needed for all Land Divisions and Combinations

- Land Division tax certification from Monroe County Treasurer meeting requirements of Section 7H of the Township Land Division and Combination Ordinance

- Special Assessment Certification from Township Treasurer

- Are there any parcels that are included in a mortgage: Yes or No?

(If Yes, please attach a letter of approval from your mortgage company relating to this request to divide or combine)

After everything is completed then forward to the Assessor to complete the process of the Division/Combination.

Assessing Department only:

- Tentatively Approved*
- Denied*

If denied explain why.

Assessing Signature _____ Date ___/___/_____

ALAN (AL)
VANWASHENOVA
Supervisor - (734) 242-5904
Fax - (734) 242-8589

KYLE T. BRYANT
Clerk - (734) 242-5800
Fax: (734) 242-1508

JULIE A. ELISON
Treasurer - (734) 242-5902
Fax: (734) 242-1508

BUILDING DEPARTMENT
(734) 242-5900
Fax: (734) 242-1634



FRENCHTOWN CHARTER TOWNSHIP

2744 Vivian Road - Monroe, Michigan 48162-9212 - (734) 242-3282

CHRISTIAAN CARLTON
CHRIS COLLINS
GARY D. KLEMZ
MATTHEW RIMEL
TRUSTEES

EDWARD
Assessor: (734) 242-8588
Fax: (734) 242-8589

Affidavit and Permissions

Municipal, County, and State Officials may enter the property for inspections:

I hereby state that statements made above are true, and if found not to be true this application and any approval will be void, Further, I agree to comply with the conditions and regulations provided with this parent parcel division. Further, 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. Finally, I understand this is only a parcel division which conveys only 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 P.A. 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 restriction or other property rights.

Finally, if this division is approved, I understand zoning, local ordinances and State Acts change from time to time, and if changed the division made here must comply with the new requirements (apply for division approval again) unless deeds, or land contracts, representing the approved divisions are recorded with the Register of Deeds within 30 days after preliminary approval is granted.

All property owners' signature required: Please attached extra sheet of paper if more room is need for signatures.

(Signature) (Date) (Signature) (Date)

Printed Name of Signature Above

Printed Name of Signature Above

STATE OF MICHIGAN)

)ss.

COUNTY OF MONROE)

On this _____ day of _____, _____ before me personally appeared the above named, known to mc to be the person described herein and who executed the foregoing signature.

Notary Public

County

My Commission expires:
