

**CITY OF ROYAL OAK
P.O. BOX 64
211 WILLIAMS STREET
ROYAL OAK, MI 48068-0064**

LAND DIVISION/COMBINATION APPLICATION

These procedures are intended to be basic guidelines for obtaining a division or combination of land in the City of Royal Oak. Extenuating circumstances may require additional information or procedures to be followed prior to the City granting a land division/combination.

1. The top portion of the application must be completed by the owner of the property. Application is null and void after one year from date of submittal with forfeiture of fee if requirements are not met by applicant.

2. When submitting the application, the following is required:

** Survey by registered surveyor must be submitted either in 8 ½ x 11 or 8 ½ x 14 inch size. Three (3) copies shall be submitted showing location of all existing structures and location of existing utilities and easements. Survey shall also provide the legal description of existing parcel(s) and proposed legal descriptions for new parcel(s).

** Proof of ownership--copy of warranty deed or land contract.

** A copy of the conveyance or purchase agreement (if applicable).

** The applicant should review their request with the Planning Department to determine if the land division is permissible.

** Fee Schedule:

Create/Combine 2 Parcels = \$300.00
Create/Combine 3 Parcels = \$400.00
Create/Combine 4 Parcels = \$500.00
(\$50.00 for each additional parcel)
Fee includes a \$100.00 (non-refundable) Application Fee

** All taxes, water and sewer bills, special assessments, etc. must be paid in full prior to the City of Royal Oak finalizing the proposed land division/combination application.

3. The application will be circulated throughout the following offices and departments: Assessor's, Treasurer's, Planning, Engineering and Building. After reviews, the application is returned to the Assessor's Office for processing.

APPLICATION FOR LAND DIVISION/COMBINATION

Applicant Section

Date _____ Fee Paid _____ Current Zoning _____

Parcel # _____ Property Address _____

_____ Property Address _____

Property Owner(s) Information: Please Print

Name _____ Phone (____) _____

Address _____

City _____ State _____ Zip Code _____

Property Owner Signature _____

Applicant Information: Please Print

Contact Person _____ Phone (____) _____

Address _____

City _____ State _____ Zip Code _____

Applicant Signature _____

Assessor's Office

Evidence of Title and/or Ownership _____ New Parcels Created _____

Vacant or Improved _____ Verified Department Approvals _____

Comments _____

Signature _____ Date _____

Application for Land Division/Combination

Treasurer's Office

Taxes Paid to Current Year _____

Summer Tax _____ Date Paid in Full _____

Winter Tax _____ Date Paid in Full _____

Special Asmt _____ Date Paid in Full _____

Water/Sewer _____ Date Paid in Full _____

Signature _____ Date _____

Planning Department

	Approved	Not Approved
Lot Width	_____	_____
Lot Depth	_____	_____
Lot Area	_____	_____
Set Backs/Lot Coverage	_____	_____
Existing Structures	_____	_____
Will Existing Structures be Conforming	_____	_____

Comments _____

Signature _____ Date _____

Application for Land Division/Combination

Engineering Department

	Exists	Is Required*
Water Supply	_____	_____
Sewer Supply	_____	_____
Public Easements	_____	_____

*The cost and installation of required utilities are the sole responsibility of the developer.

Comments _____

Signature _____ Date _____

Building Department

	Yes/No	Description
Building Code Violations	_____	_____
Ordinance Violations	_____	_____

Comments _____

Signature _____ Date _____