

APPLICATION FOR PROPERTY DESCRIPTION CHANGE

NAME: _____

PROPERTY ADDRESS: _____

PARCEL (TAX CODE) #'s: _____ DATE: _____

LAND DIVISION PROCEDURE

Application: The applicant shall give a completed application requesting to divide property including the information listed below.

Community Development Review: The Community Development shall review the request in consideration of the standards of the zoning district of the subject site and the City of Brighton Subdivision Ordinance. The land division application shall be approved within forty-five (45) days of a complete application being submitted. If there is missing information and not provided in that forty-five (45) day period, this application shall be denied, and a new application must be submitted.

Tax Department Review: House Bill No. 4055 **requires** a property tax payment certification from the county treasurer before any parcel of land is divided. There is a statutory fee that the county charges for this service. This **must** be provided before any property description change will be completed.

The City Treasurer shall review the request to verify that the current year's taxes (real and personal property) are paid. The treasurer will also see if there are any outstanding special assessments or open invoices, these must be paid prior to any land division/combination can be processed. Any outstanding special assessments not paid within the forty-five (45) day period will cause the application to be denied, and a new application must be submitted.

Assessing Department Review: The Assessing Department shall review the request to verify that it is compliant with the Land Division Act.

Recording: If the land division is approved, the applicant shall provide the assessor with documentation of the recording of the land division by the Livingston Count Register of Deeds.

SUBMITTAL REQUIREMENTS

Upon application, your submittal must include all the following to be considered complete:

- 1) Type of Change: Combination Split Description Change Other _____
- 2) Property Location: _____
- 3) Current Zoning: _____ (attach a copy of the zoning ordinance)
- 4) Type of legal description: Platted Metes & Bounds
- 5) If meets and bounds, have there been any divisions of this land in the last 10 years? Yes No
If yes, please explain: _____
- 6) Is this property vacant? Yes No
- 7) Attach a registered stamped certified survey/drawing of each parcel showing building location and setbacks, easements, and proposed property/legal descriptions. The survey must be compliant with P.A. 132 of 1970.

8) When applicable a completed copy of the recorded master deed/amended master deed along with the bylaws and exhibits.

9) An **electronic word document** for all new legal descriptions must be given to the assessor either by e-mail or disc. If by e-mail it should be sent to: assessor@brightoncity.org

10) Current Owner(s) Information:

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

11) Applicant's basis of representation (e.g., legal representative, owner, option to buy, etc.):

Remarks: _____

12) The split application fee of \$250.00 must be paid prior to this application to be completed.

Check #: _____ Paid by: _____ Date: _____

13) Special Assessments owing? Yes No

If so what type: _____ Amount outstanding: _____

DECLARATION OF FACTS AND PERMISSIONS:

Please read the following statement carefully before signing. I agree the statements made on this document are true, and if found not to be true, this application and any approvals will be void.

- I agree to give permission for officials of the City of Brighton to enter the property involved in this application for purposes of inspection, to verify the information on the application is correct, at a time mutually agreed upon with the applicant.
- Further, I understand that any approval is hereunder only an approval of requested legal descriptions and does not provide, constitute, infer, or imply buildability or compliance with any applicable statute, law, building code, deed restriction, or property right.
- Further, I agree to follow the conditions and regulations provided with this parent parcel or parent tract division.
- Further, I understand that the Land Division/Combination application may take up to 45 days to be completed.
- Further, I understand that property tax bills may be issued using the parent parcel(s). I agree to have the tax bills and other City of Brighton liens charged/billed during this period paid by the proper party.
- Finally, even if this division is approved, I understand the local zoning ordinances and State Acts change from time to time, and if changed, the divisions made MUST follow the new requirements (i.e., apply for division approval again).

Signatures of all owners of any legal or equitable interest in the property(ies) must sign below. Agents may not sign on behalf of the owner unless proof of power of attorney is provided. If multiple parcels are involved under separate ownership, the owners of all involved parcels must sign below.

Signature (s): _____ Date: _____

Signature (s): _____ Date: _____

Signature (s): _____ Date: _____

Signature (s): _____ Date: _____

Firm(s) Signature: _____ Date: _____

Address: _____

FOR OFFICE USE ONLY

TO BE COMPLETED BY ASSESSOR:

Fee Paid (\$250.00): _____ Date: _____

Are Taxes Current and the certification from the county treasurer received? Yes No

Has the city treasurer verified if there are any Special Assessments owing? Yes No

If so what type: _____ Amount paid: _____ Check#: _____ Date paid: _____

Original Tax Code#(s): _____

New Tax Code #(s): _____

APPROVED BY:

City Treasurer: _____ Date: _____

Laura Hoshaw, Treasurer

Community Development Department: _____ Date: _____

Michael Caruso, Community Development Manager

City Assessor: _____ Date: _____

Colleen Barton, City of Brighton Assessor

City Engineer (when applicable): _____ Date: _____

City Attorney (when applicable): _____ Date: _____

Application Status: Accepted Denied (reason): _____

Comments (If you need more space attach any additional documents): _____