

# KEENE TOWNSHIP

8505 Potters Rd., Saranac, MI 48881

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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, delaying the approval. 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- no emailed applications accepted.**

The Administrator has **45 DAYS** by law after receiving a COMPLETE application to make a decision on the application. If additional items are required, or the application is incomplete, you will receive a letter, email or phone call informing you what is required for approval. If approved, you will receive an approval letter from the Administrator's office by mail or through email, if provided.

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:** \$100 to adjust lot lines between two parcels. \$100 per additional adjustment of more than one parcel within the same application. Make check out to Keene Township. Example: 3 parcels and changing the lines between all three is \$200.

**The application, application fee, and all questions should be directed to the Zoning Administrator or other designated person authorized to review land division applications. Check the website for contact information. [www.keenetownshipmi.gov](http://www.keenetownshipmi.gov)**

**For any Assessor questions, check the website for contact information. [www.keenetownshipmi.gov](http://www.keenetownshipmi.gov)**

**KEENE TOWNSHIP**  
**BOUNDARY LINE ADJUSTMENT APPLICATION**

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

APPLICANT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

How many parcels are affected by this application? \_\_\_\_\_

Parcel #: \_\_\_\_\_ Current Acreage: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Current Acreage: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Current Acreage: \_\_\_\_\_

How many NEW parcels will be created by this application: \_\_\_\_\_

Describe the change to each parcel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All **OWNER(S)** of properties being ADJUSTED **must sign** the application before it is given to the Administrator. Please sign with the understanding that the transfer of any portion of land to a new owner will require a filed transfer document (deed or land contract), and a Property Transfer Affidavit provided to the Keene Assessor within 45 days of the transfer of ownership.

**SIGNATURE(S) OF ALL OWNERS:-** (owners of all affected parcels must approve the boundary line adjustment request)

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

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

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

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### ITEMS REQUIRED for APPLICATION

Please initial and answer every line and provide the required items before turning in the application to avoid delays with the approval.

#### SURVEY/TO SCALE DRAWING & LEGAL DESCRIPTIONS

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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 changed parcel(s)
2. \_\_\_\_\_ Adequate and accurate legal description for the remainder of ALL original parcels.
3. \_\_\_\_\_ All lot line dimensions and buildings noted on survey or drawing
4. \_\_\_\_\_ All buildings outlined and set back from changed lot lines provided on survey or drawing
5. \_\_\_\_\_ Any known easements for public utilities noted on survey or drawing
6. \_\_\_\_\_ Any driveway easement or proposed private road noted
7. \_\_\_\_\_ Acreage of each resulting parcel noted

#### COUNTY TAX CERTIFICATE REQUIRED

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##### 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 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.

#### ADDITIONAL REQUIREMENTS

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*Initial that you have met and submitted the following documents*

\_\_\_\_\_ (initial) Each resulting adjusted parcel must not exceed the depth to width ratio of 1 to 4 unless if over 10 acres per the Land Division Act. (Example lot is 200 ft wide, depth cannot exceed 800 ft)

\_\_\_\_\_ (initial) All resulting parcels must NOT be land locked. If there is no road frontage, each resulting parcel must meet the requirements of the Keene Township Land Division Ordinance by easement or private road.

\_\_\_\_\_ (initial) Attach a legal description of any proposed new road, easement, or shared driveway if applicable. (check with the Township Zoning Administrator if a new driveway is required to access any of the proposed properties.)

\_\_\_\_\_ (initial) Attach notification of all Parcels that may use the easement. (Surrounding parcels)- if applicable.

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*Initial the following that you understand these items*

\_\_\_\_\_(initial) Current parcel number (s) are retired NEXT tax year. On deeds write “part of (current number)”

\_\_\_\_\_(initial) The current parcel numbers will retire, and approved parcels will not be on the tax roll until NEXT year -example: approval given 2024, the approved parcels will not be active until the 2025 tax year.

\_\_\_\_\_(initial) The Township does not record any documents as a result of the approval of this application. Applicant is responsible for recording approved boundary line adjustment at the Register of Deeds Office.

\_\_\_\_\_(initial) The transfer of ownership of any portion of property and all survey documents must be recorded at the Ionia County Register of Deeds office. A Property Transfer Affidavit must be sent to the Assessor’s Office within 45 days of the transfer of ownership of any portion of property. *(This affidavit can be found at Michigan.gov.)*

\_\_\_\_\_(initial) The Township DOES NOT prorate taxes based on this land adjustment application. The bills are NOT adjusted until NEXT TAX YEAR. (please understand -if there is a transfer of land during the current tax year- tax bills and acreage totals will not change until NEXT tax year and will be billed to the current owner(s) on file)

Does each newly changed parcel have adequate road frontage on an existing public road? **YES or NO**

Does each newly created parcel have frontage on a new private road? **YES or NO**

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

Does each resulting parcel meet the frontage and acreage requirements of Keene Township Zoning? (please contact the Keene Township Zoning Administrator if you have any questions) **YES or NO**

\_\_\_\_\_(initial) Check made out to **KEENE TOWNSHIP** for application fee (fee schedule on page 1).

### **SIGNATURE OF OWNER**

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• 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 permits/requirements and/or your mortgage agreement. The Township, contracted employees and Township Board members are not held liable for the denial or approval of this application. • 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 municipality to enter onto property involved in this application for purposes of inspection, to verify that the information on the application is correct, at a time mutually agreed upon with the applicant. • Further, I understand that any approval hereunder only constitutes 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 understand that the Land Division/Transfer/Combination application may take up to 45 days to be processed. Further, I understand that property tax bills may be issued using the parent parcel(s). I agree to have the tax bills and other township liens charged/billed during this period paid by the appropriate party. • Finally, even if this boundary line change is approved, I understand local zoning ordinances and State Acts change from time to time, and if changed, the divisions made here must comply with the new requirements.

\_\_\_\_\_ Applicant/Owner’s signature \_\_\_\_\_ Date