CITY OF NOVI
LAND DIVISION INSTRUCTIONS

All applications for land division in the City of Novi must be in compliance with Chapter 32 of the City of Novi Code of Ordinances and with the Land Division Act, P.A. 288 of 1967 as amended by P.A. 591 of 1996 and P.A. 87 of 1997.

Items 1 or 2 through 8 of this Application for Land Division shall be completed and this application shall be notarized on page two. The application, as submitted, shall comply with items A. through C. on page four (4) of this application.

This application shall be submitted to the city assessor accompanied by a processing fee that is determined by the city council ($300.00). The city assessor will approve or deny the application within forty-five (45) days. Notice of the decision will be mailed to the applicant.

If the application is approved, the city assessor shall process the division through Oakland County Property Description. Oakland County Property Description will create tax descriptions and parcel numbers for the new parcels. The descriptions and numbers will be in effect for the next tax billing period. A proration of the current assessed and taxable values will be in place for the remainder of the assessment year.

If the application is denied, the date of denial will be noted on page four of the application. The city assessor will promptly return the application to the applicant along with a letter stating all reasons for denial. An aggrieved applicant may appeal the assessor’s determination by appearing before the city council. This appeal is initiated by contacting the city clerk within twenty (20) days of the assessor’s denial and requesting placement on the next available agenda. THIS LAND DIVISION APPLICATION ALSO SERVES AS THE APPEAL FORM. This application, along with items A through on C page four (4) of this application are filed with the city clerk. The application is reviewed by all of the departments on the routing schedule for concerns and comments. The application is then presented to city council for review and consideration.

The city council shall grant or deny the appeal within thirty (30) days of the appearance before city council. City council approval of the variance shall be indicated on this application, which the city clerk shall promptly file with the Oakland County Register of Deeds.

Note: Michigan State Tax Commission forms L-4260 and L-4260a are available at the City of Novi Assessing Department. Michigan Department of Treasury forms T-1056 (Homestead Exemption), T-1067 (Request to Rescind Homestead) and T-1063 (Farmland Exemption) are also available at the City of Novi Assessing Department.
APPLICATION FOR LAND DIVISION/COMBINATION

TO THE CITY ASSESSOR OF THE CITY OF NOVI, OAKLAND COUNTY, MICHIGAN:
I (We) the undersigned do hereby make application to the City Assessor to divide, combine, or otherwise reconfigure the parcel(s) herein described. In support of this application, the following facts are shown:

Is this division for the purpose of sale, lease of more than one year, or building development?

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<tr>
<th>Yes</th>
<th>No</th>
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FILL OUT ITEM #1 FOR PLATTED LOTS OR ITEM #2 FOR ACREAGE PARCELS

1. The property to be divided/combined is part of a recorded plat located in Section__, having an address of ____________________________, and is known as Lot(s)________ of ____________________ Subdivision.

2. The property to be divided/combined is acreage, is not part of a recorded plat, and is located in Section__, having an address of ____________________________.
   Parcel Identification Number_________________ Original Acreage _________
   Parcel Identification Number_________________ Original Acreage _________

3. It is requested that the above referenced parcel(s) be divided/combined into ____ new parcels.

4. THE PROPERTY TO BE DIVIDED/COMBINED IS OWNED BY:
   NAME: _______________________________
   ADDRESS: ______________________________
   CITY, ST, ZIP: ___________________________
   PHONE: ( ) ________________ DATE: ________________
   OWNER SIGNATURE: ________________________

I (We), the above signed, am the legal owner(s) of the above referenced property, and hereby request
the division of said property per the attached surveys.

This application must be signed by all persons who have any legal or equitable interest in the parent parcel(s). Attach additional ownership information and signatures as necessary.

5. Petitioner Information (if different from the owner)

<table>
<thead>
<tr>
<th>Petitioner Name</th>
<th>Petitioner Signature and Date</th>
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<tbody>
<tr>
<td>City, State, Zip code</td>
<td>________________________________</td>
</tr>
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</table>

6. TAX BILLING INFORMATION

Please indicate the name and address information for each new parcel.

A. ____________________________________  B. ____________________________________
   ____________________________________  ____________________________________
   ____________________________________  ____________________________________

C. ____________________________________  D. ____________________________________
   ____________________________________  ____________________________________
   ____________________________________  ____________________________________

7. Will a transfer(s) of ownership occur as the result of this division? 
   If yes, complete and attach Michigan State Tax Commission form(s) L-4260.

8. Will the parent parcel(s) have any unallocated divisions under the land division act? 
   If yes, complete and attach Michigan State Tax Commission form L-4260a.

STATE OF MICHIGAN )
) SS:
COUNTY OF OAKLAND )

The foregoing instrument was acknowledged before me this ___ day of ____________, ___.

My commission expires: ________________________________
__________________________  Notary Public _____________County, Michigan
ALL APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION.
(APPEALS TO CITY COUNCIL SHALL ALSO INCLUDE THIS INFORMATION.)

A. Signed and sealed surveys (two copies) by a Registered Civil Engineer or Licensed Land Surveyor of the existing and proposed properties. The surveys shall depict the following:
1. Surveys shall be at least 8 1/2" x 14" and at a scale of not less than 1"= 100' and show all property irons and monuments found or placed on the parcel(s).
2. Surveys shall include accurate legal descriptions. Parcel areas shall be shown to the nearest 100th of an acre. For parcels less than one acre, parcel area shall be shown to the nearest square foot.
3. Surveys shall be dated, including the dates of any revisions.
4. Surveys shall show the existing zoning and the front, rear and side yard setbacks of each parcel.
5. Surveys shall show all existing structures, roadways, bodies of water, floodplains, and easements within fifty (50) feet of the parcel(s) to be divided. Distances from existing structures to proposed parcel lines shall be shown.

B. Proof of fee ownership (i.e. deed) for all of the property to be divided and a current title insurance commitment for all of the parent parcels.

C. An letter from the engineer or land surveyor indicating that the land division, as requested, does not violate the Land Division Act, P.A. 288 of 1967 as amended by P.A. 591 of 1996 and P.A. 87 of 1997.

HOMESTEAD AND FARMLAND EXEMPTIONS
The division of a property will delete the Homestead Exemption or the Farmland Exemption that may currently be in place. In order to continue an exemption from some school operating taxes, a Michigan Department of Treasury form must be submitted to the City of Novi Assessing Department. These forms are available at the City of Novi Assessing Department.

APPEAL FROM CITY ASSESSOR’S DETERMINATION
The city assessor shall approve or deny a land division application within forty-five (45) days after receipt of an application package that conforms to Section 32 requirements, and shall promptly notify the applicant of the decision and all of the reasons for denial. Any person or entity aggrieved by the decision of the assessor may, within twenty (20) days of said decision, appeal the denial to the city council. Applicant must submit to the city clerk A- B & C above, letter addressed to the city council outlining the reason for appeal, and payment of the $200.00 appeal fee (payable to the City Of Novi). The city clerk will then secure an appointment on the next available council agenda. Notice of the date shall be mailed to the persons adjacent to the property to be divided. The mailing shall be sent to the persons as they appear on the assessment roll. The city council shall, whenever possible, resolve such appeal by a majority vote at its next regular meeting or session. The city council shall have jurisdiction over appeals and shall conduct a de novo review of the application and determine whether permission to divide or combine shall be granted.
APPEALS TO CITY COUNCIL

<table>
<thead>
<tr>
<th>Date of city assessor denial</th>
<th>Date appeal filed</th>
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<tr>
<th>Next available agenda date</th>
<th>Payment of $200 appeal fee</th>
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ROUTING FOR APPEAL TO CITY COUNCIL

<table>
<thead>
<tr>
<th>Date</th>
<th>Department</th>
<th>Attachment</th>
<th>Signature</th>
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<tbody>
<tr>
<td></td>
<td>Assessing</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Attorneys</td>
<td>Yes</td>
<td>No</td>
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<td></td>
<td>Building</td>
<td>Yes</td>
<td>No</td>
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<td></td>
<td>Community Dev</td>
<td>Yes</td>
<td>No</td>
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<td></td>
<td>Engineering</td>
<td>Yes</td>
<td>No</td>
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<td>Planning</td>
<td>Yes</td>
<td>No</td>
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<td>Public Services</td>
<td>Yes</td>
<td>No</td>
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CITY COUNCIL ACTION

DENIED

Approved with Motion #__________ Attached

I hereby certify that the foregoing has been adopted by the City Council of the City of Novi at a regular meeting held on this ____ day of ________________, ____ .

______________________________
Cortney Hanson, City Clerk
City of Novi, Oakland County, Michigan