

**LAND COMBINATION / BOUNDARY ADJUSTMENT APPLICATION**

**RAISINVILLE TOWNSHIP**

**96 IDA MAYBEE RD MONROE, MI 48161**

**APPLICATION**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

**TOWNSHIP FILE**

**APP#** \_\_\_\_\_ - \_\_\_\_\_  
(Year) (No.)

**PAYMENT**

Receipt #: \_\_\_\_\_

Received By: \_\_\_\_\_

I/we, \_\_\_\_\_ and

\_\_\_\_\_,  
land owner(s) in the Township of Raisinville, County of Monroe, request that the following  
parcels be combined and/or boundary adjustment made:

Parcel # \_\_\_\_\_

Parcel # \_\_\_\_\_

Parcel # \_\_\_\_\_

Parcel # \_\_\_\_\_

1. The applicant(s) understands that it is their responsibility to provide Raisinville Township with an original certified survey for each new resulting parcel to be created. The survey will include dimensions and legal descriptions of parcels proposed to be created by the land combination/boundary adjustment, the location of all existing structures and other land improvements, and the accessibility of the parcels for vehicular traffic and utilities from existing public roads.
2. All applicants must provide proof of fee ownership for each currently described parcel.
3. All applicants must provide a Five-Year Tax Certification Statement from the Monroe County Treasurer at their expense for each currently described parcel.
4. After Township approval, the applicant(s) understands that a deed must be recorded for each newly described resulting parcel with the Monroe County Register of Deeds, with a copy of the recorded deed provided to the Township.
5. All current taxes due and owing must be paid before processing. The applicant(s) understands that the change will not be in effect until the following tax year and that the current property taxes will be the responsibility of the land owners. The Township does not prorate taxes.
6. If there is a current mortgage on the above properties, all applicants must provide a mortgage release/concurrence from their current mortgage company prior to approval.
7. A fee of \$25.00 per resulting parcel. \$ \_\_\_\_\_

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We the undersigned applicants, fully understand and agree with the above requirements.

\_\_\_\_\_

Signature

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

\_\_\_\_\_

Printed Name

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**APPLICANT CHECKLIST:**

- ☐ Completed application
- ☐ All property owners' signatures on the application
- ☐ Proof of fee ownership
- ☐ Tax Certification Statement from Monroe County Treasurer and proof of all currently due and payable taxes or installments of special assessments pertaining to land proposed to be divided are paid in full.
- ☐ Attached original copy raised seal Survey signed and stamped
- ☐ Legal descriptions attached of all proposed parcels and remaining parent parcel
- ☐ A fee of \$25 per number of new parcels to be created paid to Raisinville Township, including remaining parent parcel.
- ☐ History of previous divisions.
- ☐ Proof of no mortgage on parcel to be split by way of clear title work within the last 30 days.
- ☐ Information on transfer of division rights, if any.
- ☐ Release from Mortgage Company on property or portion of property to be split if there is a mortgage on the property.
- ☐ Attachment of variance granted by the Zoning Board of Appeals or Township Board if applicable.
- ☐ For a parcel of one (1) acre or less, a soil evaluation or septic system permit for each proposed parcel prepared by the Monroe County Health Department, if applicable.
- ☐ For a parcel of one (1) acre or less, an evaluation/indication of approval or a well permit for potable water for each proposed parcel prepared by the Monroe County Health Department, if applicable.

**Please note upon approval of land combinations or boundary adjustment, new recorded deeds with new legal descriptions and parcel numbers for all new and remaining parcels are required to be submitted to the Monroe County Register of deeds office and a forwarded copy to the Raisinville Assessing office. This must be done within 90 days of approval or By December 1<sup>st</sup> of current year, whichever is sooner, or all land divisions and/or combinations will be null and void.**

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CHECKLIST FOR RAISINVILLE TOWNSHIP PERSONNEL

- ☐ APPLICATION RECEIVED IN OFFICE\_\_\_\_\_
- ☐ INCOMPLETE APPLICATION RETURNED TO APPLICANT\_\_\_\_\_
- ☐ COMPLETED APPLICATION RECEIVED IN OFFICE\_\_\_\_\_
- ☐ REQUIRED FEE'S RECEIVED IN OFFICE\_\_\_\_\_
- ☐ EVIDENCE OF TITLE OF OWNERSHIP\_\_\_\_\_
- ☐ ALL OWNERS SIGNATURES\_\_\_\_\_
- ☐ ANY PREVIOUS SPLITS AND WHEN\_\_\_\_\_
- ☐ ASSESSOR DETERMINATION OF SPLITS AVAILABLE\_\_\_\_\_
- ☐ SURVEYS AND LEGALS SUBMITTED FOR ALL PARCELS\_\_\_\_\_
- ☐ ROAD ACESS TO ALL PARCELS\_\_\_\_\_
- ☐ MEETS DEPTH TO WIDTH RATIO\_\_\_\_\_
- ☐ MEETS MINIMUM FRONTAGE AND LOT AREA REQUIREMENTS\_\_\_\_\_
- ☐ MORTGAGE RELEASE OR TITLE WORK SHOWING NO MORTGAGE\_\_\_\_\_
- ☐ TAX CERTIFICATION STATEMENT RECEIVED
- ☐ CURRENT TAXES AND SPECIALS PAID\_\_\_\_\_
- ☐ APPLICATION PACKET FORWARDED TO ENGINEER FOR REVIEW IF  
APPLICABLE\_\_\_\_\_
- ☐ APPLICATION PACKET AND COMMENTS RECEIVED FROM ENGINEER WITH  
RECOMMENDATION\_\_\_\_\_
- ☐ OTHER\_\_\_\_\_
- ☐ ASSESSOR & SUPERVISOR FINAL  
APPROVAL/DENIAL\_\_\_\_\_
- ☐ FINAL APPROVAL OR DENIAL SENT TO APPLICANT\_\_\_\_\_

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**BOUNDARY ADJUSTMENT REQUEST TRACKING SHEET  
FINAL APPROVAL IS DETERMINED BY ASSESSOR AND SUPERVISOR**

**Raisinville Township Assessing Official Action**

Tentative approval pending survey verification of sketch submitted for review.

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Approved: Conditions if Any: \_\_\_\_\_

Denied: Reasons (cite): \_\_\_\_\_

Signature and Date: \_\_\_\_\_

**Raisinville Township Supervisor action**

Tentative approval pending survey verification of sketch submitted for review.

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Approved: Conditions if Any: \_\_\_\_\_

Denied: Reasons (cite): \_\_\_\_\_

Signature and Date: \_\_\_\_\_

**A DECISION APPROVING A LAND DIVISION SHALL BE CONSIDERED REVOKED UNLESS A  
DOCUMENT ACCOMPLISHING THE APPROVED LAND DIVISION OR TRANSFER IS RECORDED  
WITH THE MONROE COUNTY REGISTER OF DEEDS OFFICE AND FILED WITH THE TOWNSHIP.  
THIS MUST BE DONE WITHIN 90 DAYS OF APPROVAL OR BY DECEMBER 1<sup>ST</sup> OF CURRENT YEAR  
WHICHEVER IS SOONER**