



Land Division Review

GENERALIZED STEPS IN THE PROCESS

Land Divisions within the City of Auburn Hills must meet the requirements of City Ordinance No. 713 and the State Land Division Act. The application is reviewed internally by City staff to confirm that it meets all City Ordinance requirements (see attached checklists and City Ordinance No. 713). If revisions are necessary, the Steve Cohen, Director of Community Development will send a letter listing the required changes to the designated contact person. Once all information is documented, the application may be approved by the Director.

Upon approval of the proposed land division, the petitioner shall record the approved survey with Oakland County Register of Deeds office and notify the City Assessor's office of the recording. New Sidwell Numbers can not be processed until the City Assessor receives the recorded survey documents.

Land Division Checklist

The application must meet the requirements of City Ordinance No. 713 and the State Land Division Act.

1. All documents must be submitted either in letter or legal size. Provide only one original copy.
2. The application must be signed by all parties having a legal interest in the property, including all parties to land contracts, purchase agreements, joint tenants, tenants in common, and spouses. If the space provided on the Land Division Application is inadequate, provide a separate attachment with a list of all parties and their signatures.
3. All outstanding property taxes or special assessments shall be paid prior to submittal of the land division application.
4. Provide a current policy of title insurance (no more than 1 year old) in the name of the present owner or a commitment in the name of the proposed purchaser (Note: Failure to secure a current title insurance policy will cause undue delay of the application).
5. A survey, certified and sealed by a Michigan Licensed Professional Surveyor. The survey must meet all requirements of PA 132 (see attached checklist). (Note: Our records show that failure to follow PA 132 is the #1 reason for application resubmittal over the last three years).
6. The survey must show the proposed new parcel configurations and the parcels should be labeled "A", "B", "C", etc. Failure to label the parcels correctly will cause an undue delay in processing.
7. Legal descriptions of the new parcels must be attached to the survey.
8. All existing buildings must be shown on the survey and dimensioned to the proposed property lines. Also, any existing buildings on surrounding properties within 50' of the proposed property lines must be to dimension on the survey. The locations of existing septic tank and fields and water wells must be shown on the survey.
9. Any existing utility or road easement must be shown on the survey and a copy of the recorded easements or the Liber and Page where they are recorded must be provided. All new parcels must be served by an easement(s) for utilities. You must show the utility easements on the survey and provide a description of the easement with the parcel legal descriptions.

Land Exchange Review

GENERALIZED STEPS IN THE PROCESS

Exchange of land between two or more existing parcels, where a new separate parcel is not created

A land exchange application within the City of Auburn Hills must meet the requirements of City Ordinance No. 713 and the State Land Division Act. As applicable, this review process shall be completed simultaneously with site plan review.

The Steve Cohen, Director of Community Development shall process the land exchange application and legal description change provided that:

1. An application and survey (which meets the requirements of PA 132 of 1970) are submitted to the Director.
2. The City Planner will ascertain that the parcels that will result from the exchange will meet applicable City of Auburn Hills Building, Zoning and Land Use Ordinances. The Director will consult with the City Assessor and all necessary City Departments to make such a determination. The Director will inform the petitioner when the application is approved.
3. The survey and land exchange transfer documents are recorded at the Oakland County Register of Deeds office. A copy shall be provided to the City Assessor's Office.