



223 East Gates, Romeo, MI 48065  
586-752-4585 - Fax 586-752-3870  
www.brucewp.org

## PARCEL DIVISION REQUIREMENTS:

1. All land division applicants must obtain an approval stamp on the application from the Macomb County Treasurer's Office- Land File Division prior to submitting application to the assessing office. The county will charge \$5.00 (regardless of how many parcels) for the certification or Bruce Township can submit it to the county for a \$5.00 fee.
2. Applications for approval of splits and/or combinations shall be submitted to the assessing office.
3. Property located in the Village of Romeo must submit a completed **Village Split Approval Form** completed by the village office along with an application to the township. The form is available on our website as well as the Village office.
4. The applicant shall submit a survey of the original parcel, a signed certified survey of the newly created parcels, and the corresponding legal descriptions. In addition, the survey shall show the area, parcel lines, public utilities, easements, encroachments, bearing and dimensions and structures on each resulting parcel.
5. All current and delinquent real property taxes, special assessment bills and special assessment balances must be paid in full before the application will be processed and approved; proof may be required.
6. Applicants must have a vested interest in the properties for which they are requesting changes.
7. There is a \$75.00 charge for **each** parcel created. There will be a recharge if changes are made after the split is approved.
8. A new homestead exemption form or qualified agricultural exemption form must be completed for any new parcel requesting exemption.
9. For private road applications, no splits will be approved until road is completed.

# PARCEL DIVISION APPLICATION

## Bruce Township

223 East Gates Street, Romeo, MI 48065  
Phone: 586-752-4585 - Fax 586-752-3870  
www.brucewp.org

SPLIT     COMBINATION     DESCRIPTION CORRECTION     SPLIT/COMBINATION

**\*\* (Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.)\*\***

### 1. PARENT PARCEL (#1) IDENTIFICATION NUMBER: \_\_\_\_\_

Property Address: \_\_\_\_\_ Zoning of Property \_\_\_\_\_

Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. PARENT PARCEL (#2) IDENTIFICATION NUMBER: \_\_\_\_\_

Property Address: \_\_\_\_\_ Zoning Of Property \_\_\_\_\_

Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

### 3. PROPOSED DIVISION(S) TO INCLUDE THE FOLLOWING:

- A. Number of new Parcels \_\_\_\_\_ x **\$75.00 for each parcel created.** \$ \_\_\_\_\_ Due
- B. Intended use (residential, commercial, etc.) \_\_\_\_\_
- C. Each proposed parcel, has a depth to width ratio of 4 to 1 or \_\_\_\_\_ to \_\_\_\_\_ as provided by ordinance.
- D. Each parcel has a width of \_\_\_\_\_ (not less than required by ordinance)
- E. Each parcel has an area of \_\_\_\_\_ (not less than required by ordinance)
- F. The division of each parcel provides access as follows: (check one)
  - \_\_\_\_\_ Each new division has frontage on an existing public road. Road Name: \_\_\_\_\_
  - \_\_\_\_\_ A new public road, proposed Road Name: \_\_\_\_\_
  - \_\_\_\_\_ A new private road, proposed Road Name: \_\_\_\_\_

### AFFIDAVIT:

I AGREE THE STATEMENTS MADE ABOVE ARE TRUE AND IF FOUND NOT TO BE TRUE THIS APPLICATION AND ANY APPROVALS WILL BE VOID. FURTHER, I AGREE TO COMPLY WITH THE CONDITIONS AND REGULATIONS PROVIDED WITH THIS PARENT PARCEL DIVISION. I UNDERSTAND THIS IS ONLY A PARCEL DIVISION WHICH CONVEYS ONLY CERTAIN RIGHTS UNDER THE STATE LAND DIVISION ACT. APPROVAL OF THIS DIVISION IS NOT A DETERMINATION THAT THE RESULTING PARCELS COMPLY WITH OTHER ORDINANCES OR REGULATIONS. CURRENT AND FUTURE OWNERS SHALL USE AND MAINTAIN THE PROPERTY IN ACCORDANCE WITH THE PROVISIONS OF THE BRUCE TOWNSHIP ZONING ORDINANCE AND ALL OTHER APPLICABLE REGULATORY ORDINANCES.

Owner Signature (Parent #1): \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature (Parent #1): \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature (Parent #2): \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature (Parent #2): \_\_\_\_\_ Date: \_\_\_\_\_

PARCEL NO's: \_\_\_\_\_ ZONING: \_\_\_\_\_

**PLANNING AND ZONING CONDITIONS/ACTION:**

\_\_\_\_\_ Fee Paid                      \_\_\_\_\_ Survey                      \_\_\_\_\_ FF/SQ/1 TO 4  
\_\_\_\_\_ Public/Private Rd.                      \_\_\_\_\_ SLU Date                      \_\_\_\_\_ # of Splits

Planning and Zoning Coordinator Signature \_\_\_\_\_ Date: \_\_\_\_\_

**CLERK'S ACTION:**            ( ) Approved            ( ) Denied            ( ) Variance Required

Variance Conditions:

\_\_\_\_\_  
\_\_\_\_\_

Clerk's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**ASSESSOR'S ACTION:**

\_\_\_\_\_ Land Division Act Compliance

Assessor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**TAX STATUS:** Tax Year \_\_\_\_\_

Current \_\_\_\_\_ Delinquent \_\_\_\_\_

Verified By: \_\_\_\_\_

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

**SPECIAL ASSESSMENTS:**

Current \_\_\_\_\_ Balance \_\_\_\_\_

Verified By: \_\_\_\_\_

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

**WATER/SEWER FEES:**

Current \_\_\_\_\_ Balance \_\_\_\_\_

Verified By: \_\_\_\_\_

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