



Bloomfield Township Planning Division
P.O. Box 489 4200 Telegraph Road
Bloomfield Hills, MI 48303-0489
Phone (248) 433-7795 ■ Fax: (248) 433-7729
Website: <http://www.bloomfieldtwp.org>

LOT SPLIT AND LOT LINE ADJUSTMENT APPLICATION

INSTRUCTIONS – Lot split and lot line adjustment within the Charter Township of Bloomfield must meet the requirements of the Township Code of Ordinances, Chapter 18, Article III, Lot Split Ordinance and the state Land Division Act. The review process typically takes between 60 and 90 days to complete. As applicable, this review process may be completed simultaneously with the site plan review process.

The completed application and survey information is first reviewed by the Planning Division and other Township Departments to confirm that it meets all Township Ordinance requirements. If revisions are necessary, the Planning Division will contact the applicant to explain the required changes. Once all information is documented, the Lot Split application is forwarded to the Township Board to consider holding a Lot Split public hearing. Lot line adjustments are reviewed by the Township Assessor, Township Engineer and Township Planner with a recommendation for approval by the Township Supervisor.

The Township Board shall have the final decision on a Lot Split request. In each case, before giving its approval, the Board shall consider the standards as stated in Sections 18-232 and 18-264 of the Lot Split Ordinance. Upon approval of the proposed lot split by the Board, the applicant shall record the approved survey with the Oakland County Register of Deeds office and notify the Township Assessor's office of the recording. New sidwell numbers cannot be processed until the Township Assessor receives the recorded survey documents.

REQUIRED APPLICATION INFORMATION

The following requirements must be met prior to Township Board and/or Planning Commission Review:

- A. All documents must be submitted either in 8 ½ x11 inch or 8 ½ x14 inch size. Three (3) copies of the surveys shall be submitted to the Planning Division. A CD of the surveys shall also be submitted in PDF format.
- B. 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 Lot Split Application is inadequate, provide a separate attachment with a list of all parties and their signatures.
- C. All outstanding property taxes or special assessments shall be paid prior to submittal of the Lot Split Application.
- D. Provide current policy of title insurance (no more than one (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).
- E. A survey certified and sealed by a Michigan Licensed Professional Surveyor. The survey must meet all requirements of the Township Code of Ordinances, Chapter 18, Article III, the Lot Split Ordinance and Chapter 42, the Zoning Ordinance.

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- F. 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 undue delay in processing.
- G. Legal descriptions of the new parcels must be attached to the survey.
- H. All existing buildings must be shown on the survey and dimensioned to the proposed property lines. Also, any existing building on surrounding properties within 50 feet of the proposed property lines must be dimensioned on the survey. The locations of existing septic tanks, fields, and water wells must be shown on the survey.
- I. All proposed buildings must be shown on the survey and dimensioned to the proposed property lines in conformance with the Zoning Ordinance.
- J. Any existing utility or road easements must be shown on the survey and a copy of the recorded easements or the liber and page where they are shown must be provided. You must show the utility easements on the survey for all new parcels and provide descriptions of the easement with the parcel legal descriptions.
- K. If any public utilities are not presently available, then attach a statement stating how they will be provided.
- L. In the event that the parcel or parcels do not front on a public road, an easement for a private road or private drive shall be provided that meets the requirements of the Township Ordinance.

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Complete application submittal packages shall be filed with the Planning Division at least twenty-eight (28) days before the scheduled Township Board meeting.

GENERAL PROPERTY INFORMATION:

Assessor's Sidwell Numbers(s): _____

General Property Location: _____

Property Address: _____

Gross Acreage: _____

Gross Acreage of any water features: _____

Zoning: _____

Master Plan Use: _____

PURPOSE OF LOT SPLIT REQUEST:

PROPOSED PARCELS TO BE CREATED:

Parcel "A": _____ acres, Parcel "B": _____ acres

Parcel "C": _____ acres, Parcel "D": _____ acres

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Note: The person listed below as “contact person” will be contacted to attend staff review meetings, answer questions regarding this application, provide additional information when necessary, and will receive a copy of all relevant staff and consultant reports, if applicable.

Applicant:

Name: _____

Business Name and Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Fax: _____ E-mail: _____

Property Owner(s):

Name: _____

Business Name and Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Fax: _____ E-mail: _____

Name: _____

Business Name and Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Fax: _____ E-mail: _____

Contact Person: Choose one ☐ architect ☐ contractor ☐ attorney ☐ other _____

Name: _____

Business Name and Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Fax: _____ E-mail: _____

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APPLICATION SIGNATURE

By signing this application, the project property owner, applicant, and contact person are indicating that all information contained in this application, all accompanying plans, and all attachments are complete and accurate to the best of his or her knowledge. This application is not valid unless signed by the property owner(s). A review fee is required at time of application in accordance with the fee schedule as adopted by the Board of Trustees and a complete application package as described in Chapter 18, Article III the Lot Split Ordinance.

I hereby authorize the employees and representatives of Bloomfield Township to enter and conduct an investigation of the above referenced property.

Signature of Property Owner(s)	Date
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Print Name of Property Owner(s)	Date
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Signature of Applicant	Print Name of Applicant	Date
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Signature of Contact Person	Print Name of Contact Person	Date
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Office Use Only

Date filed _____	Application accepted by _____
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Fee paid _____	Receipt number _____
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Bloomfield Township

Schedule of Planning Fees

4200 Telegraph Road P.O. Box 489 Bloomfield Township, MI 48303-0489

(248) 433-7795

Effective date: July 1, 2021

Request	Fee
Site Plan Review	
Non Residential	\$1,860 + \$10/1,000 gross bldg. sq. ft.
Residential	\$ 2,050 + \$25 per unit
Rezoning/Zoning Ordinance Amendment	\$1,500
(Site Plan Review, Rezoning, & Zoning Ordinance Amendment includes the following: \$50 Ordinance, \$127 Clerk, \$85 Fire, and \$285 Engineering/commercial or \$475 Engineering/residential fees)	
Design Review Board	
Design/Site Improvements/Sign	\$250+ \$50 Ordinance fee
Special Use Permit	\$200+ \$50 Ordinance fee
Special Event (DRB review)	\$250+ \$50 Ordinance fee
Plus \$95.00 Engineering Review (if applicable)	
Plus \$85.00 Fire Review (if applicable)	
Special Event (reoccurring)	\$200
Subdivision (Plat) Review	\$2,050 + \$25/per lot
(Includes \$475 Engineering, \$127 Clerk, \$85 Fire and \$50 Ordinance fees)	
Special Land Use	\$1,570
(Includes \$127 Clerk, \$85 Fire and \$50 Ordinance fees)	
Lot Split	\$1,350
Lot Line Adjustment	\$250/per lot
(Lot Split and Lot Line Adjustment includes \$95 Engineering, \$127 Clerk, and \$85 Fire fees)	
Zoning Board of Appeals (each application fee includes \$125 Ordinance fee)	
Residential	
Variance Request	\$325 or After the fact \$650
Permission Request	\$225 or \$450 per accessory structure after the fact
Commercial	
Variance Request	\$500 or After the fact \$1,000
Permission Request	\$500 or \$1,000 per accessory structure after the fact
Plus \$95.00 Engineering review (if applicable)	

Wireless Communication Facility	\$1,430
(Includes \$285 Engineering, \$85 Fire and \$127 Clerk fees)	
Zoning Compliance Letter	\$75
Online application fee	\$2

1. Revised submittals for review shall be half the initial fee for each occurrence.
2. Consulting Review Fees – The applicant shall be responsible for any costs incurred by consultants, including but not limited to traffic and environmental, contracted by the Township to review the proposed site plan as determined by the Department pursuant to Chapter 2, Article V, Division 2, Section 2-111- 2-117.
3. Site plan fees submitted for Planning Commission review includes an initial review by the Design Review Board.
4. Other Township Department Review Fees – The applicant shall be responsible for additional review fees from Township Departments/Divisions, including but not limited to Engineering and Environmental Services, Fire, Public Services, Building or Ordinance, if applicable, as adopted by the Township Board.