



**PROCESS FOR PARCEL SPLITS AND/OR COMBINATION REQUESTS**

- 1** **INTRODUCTORY MEETING WITH PLANNING AND ZONING STAFF** – Staff will assist the applicant by explaining the parcel combination process, providing information on the application, and determine if a new survey and property description is required.
- 2** **SUBMISSION OF THE APPLICATION** – Applicant shall submit application to the Planning and Zoning Administrator for review. The Planning and Zoning Administrator shall review the application for completeness. Application fee must be received before any requests are processed.
  - APPLICATION/SITE PLAN IS INCOMPLETE** – Staff will prepare a notice of findings/corrections that will be sent to the applicant or review in person.
  - APPLICANT SUBMITS REVISIONS** – Staff reviews for completeness.
- 3** **PLANNING AND ZONING ADMINISTRATOR APPROVAL** – Staff will prepare a letter to the Antrim County Equalization Department that authorizes the request for parcel split or combination. A copy of the letter and supporting documentation will be sent to the applicant and the Village Assessor.
- 4** **EQUALIZATION DEPARTMENT** – The Antrim County Equalization Department performs the final processes of the request for parcel combination which will be processed for the next years tax roll.

Requests for parcel splits and/or combinations can only be approved if the request meets the requirements of the Village of Elk Rapids Zoning Code. The resulting split cannot create a parcel that does not meet the minimum dimensional requirements for the district (street frontage and parcel area). If there are structures on the parcel they must meet the side yard and/or rear yard setback as applicable.

**It is the owner's responsibility to verify that there are no issues/obligations to the request by any persons, firms, or corporations having a legal or equitable interest in the land. The Village of Elk Rapids does not conduct a title search for the property.**

315 BRIDGE STREET  
P.O. BOX 398  
ELK RAPIDS, MI 49629-0398



VILLAGE OF ELK RAPIDS  
PHONE: 231-264-9274  
FAX: 231-264-6337

## PARCEL SPLIT AND/OR COMBINATION REQUEST APPLICATION

Please Print or Type

### Parcel Split and/or Combination Requirements

Any split or combination of a Parcel within the Village of Elk Rapids, even if the Parcel contains platted lots, requires review and approval of the Planning and Zoning Administrator. Requests are reviewed for compliance with the Village of Elk Rapids Zoning Code. If a request meets all of the requirements of the Zoning Code, it will be forwarded to the Antrim County Equalization Department to finalize the request. If the Parcel involves a principal residence or homestead, it is the responsibility of the applicant to contact the Village Assessor to update their Homestead Exemption.

Requests for Parcel Splits must include the **fee of \$200.00 for the first split and \$100.00 for each additional split.** Requests for Parcel Combination or Lot Line Adjustment must include the **fee of \$50.00.** Incomplete requests will be returned to the applicant. **It is the owner's responsibility to verify that there are no issues/obligations to the request by any persons, firms, or corporations having a legal or equitable interest in the land. The Village of Elk Rapids does not conduct a title search for the property.**

### Property Information

Address: \_\_\_\_\_ Parcel # 05-43- \_\_\_\_\_  
Address: \_\_\_\_\_ Parcel # 05-43- \_\_\_\_\_  
Address: \_\_\_\_\_ Parcel # 05-43- \_\_\_\_\_

### Applicant Information

Name of Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Description of Request

	Parcel Split	Parcel Combination	Lot Line Adjustment
Is property located in a TIFA District?	Yes	No	

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**Support Documentation Required with Application Submittal**

- Certified Boundary Survey and Property Description
- Receipt for Current Property Taxes
- Application Fee
- Letter of Authorization if Applicant is not Owner of Subject Parcel(s)

**Affidavit**

The undersigned affirms that he/she is the \_\_\_\_\_ (Owner, Agent, Lessee) making this application and that the foregoing answers, statements, and information are in all respects true, and, to the best of his/her knowledge, correct. By making this application, the undersigned grants all officials, staff, and consultants of the Village of Elk Rapids access to the subject property as required and appropriate to assess site conditions in support of a determination as to Zoning Code compliance.

Signature of Property Owner:

Date:

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant:

Date:

\_\_\_\_\_

\_\_\_\_\_

***Note: Approval of this application is contingent upon the new Parcel survey and property description, if required, being recorded at the office of the Antrim County Register of Deeds and a copy of the recorded documents is provided to the Planning and Zoning Administrator.***

**FOR OFFICIAL USE ONLY**

FILE NUMBER: \_\_\_\_\_

FEE TENDERED: \$ \_\_\_\_\_

CASH    CHECK # \_\_\_\_\_

APPLICATION APPROVED

APPLICATION DENIED

AUTHORIZED SIGNATURE:

DATE:

\_\_\_\_\_

\_\_\_\_\_