

CITY OF BATTLE CREEK, MICHIGAN

OFFICE OF THE CITY ASSESSOR



APPLICATION TO ADJUST PARCEL LINE

The applicant will submit this form with a processing fee (see schedule below). In turn, the City will review the proposal's conformity to 1) the minimum size and building setback provisions of the local zoning ordinance and 2) the below listed criteria. The fee is **non-refundable** even if the City finds the proposal is non-conforming, and it cannot approve the application.

OFFICE USE ONLY

- The proposal will create no new parcels.
- Each parcel listed in the request is contiguous (i.e., shares a common boundary) with one or more parcel of the other parcels listed.
- No delinquent (past year) taxes are associated with the parcels listed in the request.
- A responsible party intends to pay the current year taxes of all listed parcels by mid-January.
- Ownership of the property transferred exactly agrees with ownership of the parcel receiving the property (e.g., by contrast, the City Assessor's Office would not combine a property assessed to the John R. Doe Trust with another property assessed to John R. Doe, an individual).
- There is no active mortgage associated with the parcels related to the request.
- The reconfigured parcels resulting from lot line adjustment would not straddle the boundary of a public financing authority district (e.g., TIFA or DDA district) or renaissance recovery district.
- For residential parcels: Only one habitable residence per parcel.
- All of the listed parcels are located within the same public school district.
- The Calhoun County Land Bank Authority has NOT held title to one or more of the listed parcels in the last five (5) years.

COMPLETE THE FOLLOWING if your proposal conforms to the above criteria: Effective tax year _____, I request the City Assessor's Office **ADJUST THE BOUNDARY OF THE FOLLOWING CONTIGUOUS PARCELS:**

_____ -- _____ -- _____ -- _____
_____ -- _____ -- _____ -- _____
_____ -- _____ -- _____ -- _____
_____ -- _____ -- _____ -- _____

Attach legal descriptions and preferably a survey sketch, which would illustrate the proposal.

Signature: _____ Date ____/____/____

Phone #: _____

***PROCESSING FEES—**

IF THE RESULTING PARCELS WILL ALL FRONT ON A PUBLIC ROAD:

\$100 FOR THE FIRST TWO PARCELS CREATED; \$25 FOR EACH ADDITIONAL PARCEL OVER THE FIRST TWO.

IF ONE OR MORE OF THE RESULTING PARCELS WILL HAVE A PRIVATE DRIVE OR EASEMENT AS ITS ONLY ACCESS TO A PUBLIC ROAD:

\$150 FOR THE FIRST TWO PARCELS CREATED; \$50 FOR EACH ADDITIONAL PARCEL OVER THE FIRST TWO WITH A PRIVATE DRIVE OR EASEMENT PROVIDING SOLE ACCESS TO ONE OR MORE OF THE PARCEL(S).