



Confirm that the property taxes and special assessments for the five (5) years preceding date of application on all the parcels involved been paid in full and are not delinquent.

**3. PROPERTY SURVEY:** A survey, sealed by a professional surveyor, at a scale of 1" = 100' of the proposed transferring and receiving parcels **OR** A map or drawing of the proposed divisions drawn to a scale of no less than 1" = 100'

- o North Arrow, Date and Scale, Existing Easements and Proposed Easements
- o Existing Parcel Boundaries and Legal Description of Transferring and Receiving Parcels
- o Boundaries/Dimensions and Legal Description of Proposed Transferring and Receiving Parcels

**4. CRITERIA FOR ZONING APPROVAL**

- A. Both parcels after transfer must meet minimum Zoning standards.
- B. Scale drawing showing location of existing structures/improvements on transferring and receiving parcels.
- C. Scale drawing detailing the resulting setbacks front, rear and sides on the proposed transferring and receiving parcels.
- D. Ratio of lot depth to width shall not exceed four (4) to one (1).
- E. Yard space and off-street parking minimums must be met.

**5. APPLICABLE FEES - TERMS & CONDITIONS**

- o A total fee of \$ \_\_\_\_\_ Fee Structure: \$100.00 plus \$15.00 per each new legal description must accompany this application (i.e. if you modify two lots, the fee is \$130.00.) If an application is filed after the deed has been recorded, the fee will increase to \$200.00 plus \$30.00 per each new legal description.
- o If applicable, a copy of any required DNR Permit or Natural Rivers Zoning Approval would also need to be submitted.

**6. AFFIDAVIT**

I/We agree the statements made above are true and accurate and if found not to be true or accurate, this application and any approval granted will be null and void. I/We understand that approval of boundary adjustments is not a determination or implication that any resulting parcels are buildable. All provisions of township ordinances and building requirements must be satisfied prior to approval of any development. Nor does approval determine that adequate water and septic/sewer capacity is available on the resulting parcels/lots. If necessary, I/We also give permission for municipal, county and state officials to enter the property for inspections.

**Signatures of all parties:**

OWNER OF PARCEL TRANSFERRING LAND

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

OWNER OF PARCEL RECEIVING LAND

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

**~ DO NOT WRITE IN BELOW SECTION – FOR OFFICIAL TOWNSHIP USE ONLY ~**

Assessing Dept: Request Received: \_\_\_\_\_ Fee Rec. \$ \_\_\_\_\_ Check# \_\_\_\_\_

Date Submitted to Zoning Administrator \_\_\_\_\_

Zoning Administrator:  Approved  w/Conditions (Attached)  Denied (See Attached)

Zoning Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTES: \_\_\_\_\_

**DETERMINATION**

Assessor Signature: \_\_\_\_\_ APPROVED:

Printed Name/Title: \_\_\_\_\_ DENIED:  (See Attached)

**NEW PARCEL ID(s):** (TRANSFERRING): \_\_\_\_\_ (RECEIVING): \_\_\_\_\_