



Planning & Zoning
395 Third Street
Manistee, MI 49660
231.723.6041 (phone)
231.398.3526 (fax)

BOUNDARY ADJUSTMENT APPLICATION

Property Owner (Providing Land)

Property Owner (Receiving Land)

Name: _____

Name: _____

Address: _____

Address: _____

City, State, Zip Code _____

City, State, Zip Code _____

Phone Number _____

Phone Number _____

1) Parcel (Providing Land) Information:

- a) Location of parcel to be adjusted (Address/Road Name): _____
- b) Current parcel legal description (Please Attach): _____
- c) Current parcel Sq. Ft.: _____
- d) Has the parcel previously been divided? _____
- e) Parcel Sq. Ft. after adjustment: _____
- f) Width of parcel after adjustment: _____
- g) Parcel legal description after adjustment (Please Attach): _____
- h) Parcel Identification Number _____

2) Parcel (Receiving Land) Information

- a) Location of parcel to be adjusted (Address/Road Name): _____
- b) Current parcel legal description (Please Attach): _____
- c) Current Sq. Ft. acreage: _____
- d) Has the parcel previously been divided? _____
- e) Parcel Sq. Ft. after adjustment: _____
- f) Width of parcel after adjustment: _____
- g) Parcel legal description after adjustment (Please Attach): _____
- h) Parcel Identification Number: _____

3) **Site Limits** (Please indicate if any of the limitations below exist on the parcel)

- Waterfront property (river, lake, pond etc.)
- Wetlands
- Is within a flood plain
- Includes a beach
- Is on muck soils or soils known to have severe limitations for on site sewage system

4) **Attachments** (Please include the following attachments and label each attachment appropriately)

- a) A survey of the Parent Parcel drawn to scale which includes the following:
 - i) Location and dimensions of the land to be conveyed
 - ii) Existing and proposed road/easement right-of-way(s)
 - iii) Legal description of proposed new road, easement or shared driveway
 - iv) Utility easements to new parcel from existing utilities
 - v) Any existing improvements (buildings, wells, septic system, driveways, etc.)
- b) Proof that all taxes upon the properties have been paid in full (County Tax Certificate for 5 Years)
- c) Fee made payable to City of Manistee in the amount of **\$50.00**

5) **Acknowledgment**

The undersigned acknowledges that any approval of this application is not a determination that the resulting parcels comply with other applicable ordinances, rules or regulations which may control the use or development of the parcels. The undersigned agrees that the statements made in this application are true and correct and acknowledges that, if found not to be true, this application and any approval will be void.

Owner signature

Date

Owner Name Printed

Owner signature

Date

Owner Name Printed

Office Use Only – Please do not write below this line

_____ Approved: (With conditions below, if any)

_____ Denied: (Please include reasons for denial)

City of Manistee Planning / Zoning Administrator

City of Manistee Assessor