

**OTSEGO COUNTY LAND USE SERVICES**  
**1322 HAYES ROAD**  
**GAYLORD MI 49735**  
**PHONE: 989.731.7400 \* FAX: 989.731.7419**  
[www.otsegocountymi.gov](http://www.otsegocountymi.gov)

**LOT LINE ADJUSTMENT APPLICATION**

**1. LOCATION OF PARCELS INVOLVED**

**A. Location of parcel TRANSFERRING LAND:**

<b>Address (If any):</b>			
<b>Parcel Identification Number:</b> -        -        -        -			
<b>Township:</b>	<b>Section:</b>	T _____ N/R _____ W	<b>Zoning District:</b>
<b>Current Lot Width:</b>	<b>Current Lot Size:</b>		
<b>Lot Width After Transfer:</b>	<b>Lot Size After Transfer:</b>		

**B. Location of parcel RECEIVING LAND:**

<b>Address (If any):</b>			
<b>Parcel Identification Number:</b> -        -        -        -			
<b>Township:</b>	<b>Section:</b>	T _____ N/R _____ W	<b>Zoning District:</b>
<b>Current Lot Width:</b>	<b>Current Lot Size:</b>		
<b>Lot Width After Transfer:</b>	<b>Lot Size After Transfer:</b>		

**2. NAMES OF ALL PARTIES**

**A. Owner of PARCEL TRANSFERRING LAND:**

<b>Name:</b>
<b>Mailing Address:</b>
<b>Phone:</b> (     )        -

**B. Owner of PARCEL RECEIVING LAND:**

<b>Name:</b>
<b>Mailing Address:</b>
<b>Phone:</b> (     )        -

**3. PROPERTY SURVEY signed and sealed by a professional surveyor registered in the State of Michigan including the following:**

- North arrow, date and scale
- Resulting setbacks front, rear and sides on transferring and receiving property
- Existing parcel boundaries and legal description of transferring and receiving parcels
- Boundaries and legal description of land to be transferred
- Location of existing structures on transferring and receiving parcels

**4. CRITERIA FOR ZONING APPROVAL**

- A. Both parcels after transfer must meet minimum Zoning standards.
- B. Ratio of lot depth to width shall not exceed four (4) to one (1)
- C. Yard space and off-street parking minimums must be met
- D. Tax certification for all properties involved – Additional fees apply

**5. ATTACHMENTS**

- A fee of \$ \_\_\_\_\_
- A copy of Natural Rivers zoning approval (where applicable)

**6. AFFIDAVIT and permission for municipal, county and state officials to enter the property for inspections:**

I agree the statements made above are true and if found not to be true, this application and any approval will be void.

**Signatures of ALL parties:**

**OWNER OF PARCEL TRANSFERRING LAND**

<b>Signature:</b>	<b>Date:</b>
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**OWNER OF PARCEL RECEIVING LAND**

<b>Signature:</b>	<b>Date:</b>
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**\*\*\*FOR OFFICIAL USE ONLY\*\*\***

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<b>Date Received:</b>	<b>Application Fee:</b>
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**APPROVED BY:**

<b>Signature:</b>
<b>Printed Name:</b>

**DENIED BY:**

<b>Signature:</b>
<b>Printed Name:</b>

**Reason for Denial:**

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