

**LAND COMBINATION/BOUNDARY ADJUSTMENT REQUEST
SUMMERFIELD TOWNSHIP, MONROE COUNTY**

I/we, _____ and _____, a land owner(s) in the Township of Summerfield, County of Monroe, request that the following parcels be combined and/or boundary adjustment made:

Parcel # _____ Parcel # _____
Parcel # _____ Parcel # _____

1. The applicant(s) understands that it is their responsibility to provide Summerfield Township with an original certified survey (which includes legal descriptions, a scaled drawing, property dimensions including setbacks of each improvement) for each new resulting parcel to be created.
2. After Township approval, the applicant(s) understands that a deed must be recorded for each newly described resulting parcel with the Monroe County Register of Deeds, with a copy of the recorded deed provided to the Township.
3. All applicants must provide a Five Year Tax Certification Statement from the Monroe County Treasurer at their expense for each currently described parcel.
4. All current taxes due and owing must be paid before processing. The applicant(s) understands that the change will not be in effect until the following tax year and that the current property taxes will be the responsibility of the land owners. The Township does not prorate taxes.
5. If there is a current mortgage on the above properties, all applicants must provide a mortgage release/concurrence from their current mortgage company prior to approval.
6. A fee of \$100.00 per resulting parcel. \$_____

We the undersigned applicants, fully understand and agree with the above requirements.

Signature
Print Name: _____ Date: _____ Phone # _____

Signature
Print Name: _____ Date: _____ Phone # _____

Signature
Print Name: _____ Date: _____ Phone # _____

Signature
Print Name: _____ Date: _____ Phone # _____

**BOUNDARY ADJUSTMENT REQUEST TRACKING SHEET
FINAL APPROVAL IS DETERMINED BY SUMMEFIELD TOWNSHIP BOARD**

DATE REVIEWED BY ASSESSOR: _____

SIGNATURE: _____

RECOMMENDED FOR APPROVAL / DENIAL (CIRCLE ONE)

COMMENTS: _____

DATE REVIEWED BY ZONING ADMINISTRATOR/BUILDING OFFICIAL:

SIGNATURE: _____ DATE _____

RECOMMENDED FOR APPROVAL / DENIAL (CIRCLE ONE)

COMMENTS: _____

DATE REVIEWED BY TOWNSHIP BOARD: _____

SIGNATURES: _____ SUPERVISOR

_____ CLERK

RECOMMENDED FOR APPROVAL/DENIAL (circle one)

CONFIRMATION OF NEW PARCEL NUMBERS, IF NECESSARY

Date: _____

Summerfield Township Assessor

For office use only:

New Parcel # _____ New Parcel # _____

New Parcel # _____ New Parcel # _____

Recorded at Monroe County Register of Deeds on (date) _____ Document Number _____

APPLICANT CHECKLIST:

Completed application

All property owners' signatures on the application

Proof of fee ownership

Tax Certification Statement from Monroe County Treasurer and proof of all currently due and payable taxes or installments of special assessments pertaining to land proposed to be divided are paid in full.

Attached original copy raised seal Survey signed and stamped

Legal descriptions attached of all proposed parcels and remaining parent parcel

A fee of \$100 per number of new parcels to be created paid to Summerfield Township, including remaining parent parcel.

History of previous divisions.

Proof on no mortgage on parcel to be split by way of clear title work within the last 30 days.

Information on transfer of division rights, if any.

Release from Mortgage Company on property or portion of property to be split if there is a mortgage on the property.

Attachment of variance granted by the Zoning Board of Appeals or Township Board if applicable.

For a parcel of one (1) acre or less, a soil evaluation or septic system permit for each proposed parcel prepared by the Monroe County Health Department, if applicable.

For a parcel of one (1) acre or less, an evaluation/indication of approval or a well permit for potable water for each proposed parcel prepared by the Monroe County Health Department, if applicable.

Please note upon approval of land divisions and/or combinations new recorded deeds with new legal descriptions and parcel numbers for all new and remaining parcels are required to be submitted to the Monroe County Register of deeds office and a forwarded copy to the Summerfield Assessing office within 90 days of approval or all land divisions and/or combinations will be null and void.

CHECKLIST FOR SUMMERFIELD TOWNSHIP PERSONNEL

APPLICATION RECEIVED IN OFFICE _____

INCOMPLETE APPLICATION RETURNED TO APPLICANT _____

COMPLETED APPLICATION RECEIVED IN OFFICE _____

REQUIRED FEE'S RECEIVED IN OFFICE _____

EVIDENCE OF TITLE OF OWNERSHIP _____

ALL OWNERS SIGNATURES _____

ANY PREVIOUS SPLITS AND WHEN _____

ASSESSOR DETERMINATION OF SPLITS AVAILABLE _____

SURVEYS AND LEGALS SUBMITTED FOR ALL PARCELS _____

ROAD ACESS TO ALL PARCELS _____

MEETS DEPTH TO WIDTH RATIO _____

MEETS MINIMUM FRONTAGE AND LOT AREA REQUIREMENTS _____

MORTGAGE RELEASE OR TITLE WORK SHOWING NO MORTGAGE _____

TAX CERTIFICATION STATEMENT RECEIVED

CURRENT TAXES AND SPECIALS PAID _____

ZONING ADMINISTRATOR/BUILDING OFFICIAL REVIEW _____

APPLICATION PACKET FORWARDED TO ENGINEER FOR REVIEW IF

APPLICABLE _____

APPLICATION PACKET AND COMMENTS RECEIVED FROM ENGINEER WITH

RECOMMENDATION _____

OTHER _____

TOWNSHIP BOARD FINAL APPROVAL/DENIAL _____

FINAL APPROVAL OR DENIAL SENT TO APPLICANT _____