

Village of Beverly Hills  
 Building & Planning  
 18500 W 13 Mile Rd  
 Beverly Hills, MI 48025  
 Phone: (248) 646-6404 Fax: (248) 646-3703  
[www.villagebeverlyhills.com](http://www.villagebeverlyhills.com)

<b>**Staff Use Only**</b>	
Date Received:	_____
Review/Mtg Date:	_____
Decision:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Notes:	_____

<b>Application for Division of Land</b>						
<b>Property Address &amp; Parcel I.D. Number(s)</b>	Address: _____					
	Parcel ID(s): _____					
<b>Applicant</b> (must have legal interest in property)	Name: _____					
	Business: _____					
	Address: _____					
	City: _____ State: _____ Zip: _____					
	Phone: _____ Email: _____					
	Legal Interest: <input type="checkbox"/> Own Property <input type="checkbox"/> Lease Property <input type="checkbox"/> Offer to Purchase (please attach)					
	<input type="checkbox"/> Other (e.g. attorney, architect, etc.): _____					
<b>Primary Contact</b> <input type="checkbox"/> Same as Applicant	Name: _____					
	Business: _____					
	Address: _____					
	City: _____ State: _____ Zip: _____					
	Phone: _____ Email: _____					
	Relationship to Applicant (e.g. architect, attorney, etc.): _____					
<b>Property Owner</b> <input type="checkbox"/> Same as Applicant	Name: _____					
	Business: _____					
	Address: _____					
	City: _____ State: _____ Zip: _____					
	Phone: _____ Email: _____					
	Property Owner Signature (if other than applicant): _____					
<b>Division Details</b> (Attach additional pages if necessary)	Current Zoning: _____ Outstanding Property Taxes/Liens: \$ _____					
	Previous Divisions (incl. dates):					
	Lot Dimensions	Existing Lot	Width: _____	Depth: _____	Area: _____	Street Frontage: _____
		New Lot A	Width: _____	Depth: _____	Area: _____	Street Frontage: _____
		New Lot B	Width: _____	Depth: _____	Area: _____	Street Frontage: _____
			Name of Street: _____			
<b>Applicant Signature</b>	X: _____					

**Application shall be accompanied by the following information and appropriate fee (refer to §23.16):**

1. Three copies of a drawing prepared by a land surveyor at a scale of not less than one inch = one hundred feet, showing the parcels that would result from the requested division of land. The drawing shall provide the dimensions of all parcels, and shall show all structures on and within one hundred feet (100') of the proposed parcels.
2. A legal description of all parcels that would result from the requested division of land. The legal description shall be in a form sufficient for recording with the Oakland County Register of Deeds, and shall indicate the acreage of all parcels.
3. Copies of existing or proposed deed restrictions related to the proposed parcels.
4. If any portion of the land has been part of a previous application for division of land, the applicant shall submit the dates(s) of such application(s) and action taken.
5. A current commitment or policy of title insurance which indicates that the applicant is owner in fee title to the property described.
6. Affidavits from all persons who have a legal or equitable interest in the property described, consenting to the division of land.
7. A listing of each existing land parcel located within five hundred feet (500') of any portion of the parcels proposed for division including the land area of each as computed to the nearest square foot. Said list shall be prepared, sealed, and certified as accurate by a licensed engineer or registered land surveyor.
8. The Village may require additional information deemed necessary to make the determination required by ordinance.