



# City of Brighton

## Assessing

### APPLICATION FOR PROPERTY DESCRIPTION CHANGE

TAX CODE NO: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

I (We), the undersigned, hereby make application and petition the City of Brighton for a change in property description. In support of the application, the following facts are shown:

1) Type of Change:

\_\_\_\_\_ Description Split                      \_\_\_\_\_ Description Change  
 \_\_\_\_\_ Description Combination                      \_\_\_\_\_ Other

2) Property location: \_\_\_\_\_

3) Zoning: \_\_\_\_\_ Site Requirements: (see attached copy of Zoning Ordinance)

4) Platted: \_\_\_\_\_ Metes and Bounds: \_\_\_\_\_

5) If metes and bounds, have there been any divisions of this land in the last 10 years?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

6) Is this property vacant?                      Yes \_\_\_\_\_ No \_\_\_\_\_

7) Attach a recorded, certified engineering survey indicating building location and setbacks, easements, and proposed property/legal descriptions. Survey must be in compliance with P.A. 132 of 1970.

8) When applicable, include a completed copy of the recorded master deed/amended master deed along with the by-laws and exhibits.

9) An electronic word document for all new legal descriptions emailed to [assessor@brightoncity.org](mailto:assessor@brightoncity.org)

10) Special Assessments Owing?                      Yes \_\_\_\_\_ No \_\_\_\_\_ Type \_\_\_\_\_ Amount \_\_\_\_\_

11) Current Owner(s) Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

12) Applicant's basis of representation (e.g. legal representative, owner, option to buy, etc.):

Remarks: \_\_\_\_\_

13) Please note taxes must be current before property description change will be completed.

**Please return to:**  
**City of Brighton**  
**Attn: Assessing Department**  
**200 N First Street**  
**Brighton, MI 48116**

I, \_\_\_\_\_, being duly sworn, depose and say that the statements and answers herein contained and the information herewith submitted, are in all respects true and correct to the best of my knowledge.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_  
Firm: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Fee Paid (\$100.00): \_\_\_\_\_ Date: \_\_\_\_\_  
Are Taxes Current? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Please Note: Taxes must be current before property description change will be completed.)

ORIGINAL TAX CODE NO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NEW TAX CODE NO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICATION APPROVED: Yes \_\_\_\_\_ No \_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_  
\_\_\_\_\_

APPROVED BY:  
Planning Department: \_\_\_\_\_ Date: \_\_\_\_\_  
City Engineer: \_\_\_\_\_ Date: \_\_\_\_\_  
City Attorney: \_\_\_\_\_ Date: \_\_\_\_\_  
City Assessor: \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS (If you need more space attach any additional documents): \_\_\_\_\_  
\_\_\_\_\_