



**CITY OF WARREN
PLANNING COMMISSION**

JAMES R. FOUTS, MAYOR
ONE CITY SQUARE, STE. 315
WARREN, MICHIGAN 48093-5283
PHONE: (586) 574-4687 FAX: (586) 574-4645

LOT SPLIT AND COMBINATION APPLICATION

| | |
|------------------------|----------|
| Subdivision Lot Split | \$500.00 |
| Re-establish Plat Line | \$350.00 |
| Acreage Lot Split | \$350.00 |
| Lot Combinations | \$200.00 |

EFFECTIVE 9/29/10

PLEASE TYPE OR PRINT

APPLICANT

| | | |
|--------------|----------------|-----|
| Name/Company | Phone | Fax |
| <hr/> | | |
| Address | City/State/Zip | |

LEGAL OWNER

(If different than applicant)

| | | |
|--------------|----------------|-----|
| Name/Company | Phone | Fax |
| <hr/> | | |
| Address | City/State/Zip | |

ADDRESS OF PROPERTY _____

PARCEL NUMBER 13-_____

LEGAL DESCRIPTION (Attach additional sheet if necessary) _____

DESCRIPTION OF REQUEST _____

I have read and understand the application and requirements for a Lot Split and/or Combination.

APPLICANT

| | | |
|--------------|----------------|-----|
| Name/Company | Phone | Fax |
| <hr/> | | |
| Address | City/State/Zip | |

LEGAL OWNER

(If different than applicant)

| | | |
|--------------|----------------|-----|
| Name/Company | Phone | Fax |
| <hr/> | | |
| Address | City/State/Zip | |

- Attach a typed legal description of each resultant parcel to the completed application before it is submitted to the Planning Department.
- Please be sure to thoroughly review the attached procedures and plan requirements. We suggest that the petitioner provide a copy of the plan requirements to the licensed professional who will be preparing the required plan.
- The Affidavit of Ownership of Land is also attached and must be completed and submitted with the application.



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LOT SPLIT AND COMBINATION APPLICATION

Procedures

Subdivision Lot Split Procedure (Creating a new split line)

1. Petitioners may schedule a meeting with Planning Staff to conduct a preliminary review of the proposed lot split in order to identify issues which may arise during the review process. This preliminary meeting is not a requirement.
2. A completed application, including the affidavit of ownership, twenty-four (24) copies of the required plans and applicable fee must be submitted to the Planning Department. Requests in compliance with Zoning Ordinance requirements will be placed on a Planning Commission agenda in accordance with the submittal schedule prepared by the Planning Staff. Please note that all required variances must be obtained before an item will be placed on a Planning Commission agenda for approval.
3. The petitioner will receive a notice informing them of the Planning Commission public hearing scheduled for their item. Attendance at the Planning Commission meeting is mandatory.
4. The Planning Commission will hold a public hearing and issue their recommendation regarding the request. This recommendation is forwarded to City Council. The petitioner will also receive formal correspondence from the Planning Commission secretary detailing the Planning Commission's recommendation.
5. The petitioner will receive a notice informing them of the City Council public hearing scheduled for their item. Attendance at the City Council meeting is mandatory.
6. City Council will hold a public hearing and either approve or deny the request.
7. Any conditions applied to City Council's approval of the request must be completed before the City Clerk will record a certified copy of the resolution with the Macomb County Register of Deeds. Approval of the request will be revoked if the petitioner does not complete the conditions imposed by the City Council Resolution within one (1) year.

Re-establishing a Platted Lot Line (Subdivision Parcel Split Procedure)

1. Petitioners may schedule a meeting with Planning Staff to conduct a preliminary review of the proposal in order to identify issues which may arise during the review process. This preliminary meeting is not a requirement.
2. A completed application, including the affidavit of ownership, fourteen (14) copies of the required plans and applicable fee must be submitted to the Planning Department.
3. Planning staff will conduct a review of the proposal and forward a copy to the Assessing Department and the Building Division for their review.
4. The Planning Department will administratively approve or deny the request and notify the petitioner of the decision no more than forty-five (45) days after the submission of a complete application package. The Planning Department may make the approval conditional upon receiving acceptable revised plans, etc.
5. If the proposal is approved and all of the conditions have been met, the proposal will be forwarded to the office of the City Clerk for record at the Macomb County Register of Deeds and to the Office of the City Assessor for assignment of a new parcel identification number.



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LOT SPLIT AND COMBINATION APPLICATION

Procedures

Acreage Lot Split Procedure

1. Petitioners may schedule a meeting with Planning Staff to conduct a preliminary review of the proposal in order to identify issues which may arise during the review process. This preliminary meeting is not a requirement.
2. A completed application, including the affidavit of ownership, fourteen (14) copies of the required plans and applicable fee must be submitted to the Planning Department.
3. Planning staff will conduct a review of the proposal and forward a copy to the Assessing Department and the Building Division for their review.
4. The Planning Department will administratively approve or deny the request and notify the petitioner of the decision no more than forty-five (45) days after the submission of a complete application package. The Planning Department may make the approval conditional upon receiving acceptable revised plans, etc.
5. If the proposal is approved and all of the conditions have been met, the proposal will be forwarded to the office of the City Clerk for record at the Macomb County Register of Deeds and to the Office of the City Assessor for assignment of a new parcel identification number.

Property Combination Procedure

1. Petitioners may schedule a meeting with Planning Staff to conduct a preliminary review of the proposal in order to identify issues which may arise during the review process. This preliminary meeting is not a requirement.
2. A completed application, including the affidavit of ownership and fourteen (14) copies of the required plans must be submitted to the Planning Department.
3. Planning staff will conduct a review of the proposal and forward a copy to the Assessing Department and the Building Division for their review.
4. The Planning Department will administratively approve or deny the request and notify the petitioner of the decision no more than forty-five (45) days after the submission of a complete application package. The Planning Department may make the approval conditional upon receiving acceptable revised plans, etc.
5. If the proposal is approved and all of the conditions have been met, the proposal will be forwarded to the office of the City Clerk for record at the Macomb County Register of Deeds and to the Office of the City Assessor for assignment of a new parcel identification number.



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LOT SPLIT AND COMBINATION APPLICATION

Plan Requirements

The plans provided must bear the seal and signature of a professional land surveyor licensed by the State of Michigan. Plans for smaller pieces of property may be on paper measuring a minimum of 8.5" x 14" and plans for larger pieces of property should be provided on a minimum 24" x 36" size paper. The City will not accept surveys with a scale smaller than 1" = 20'. All surveys provided must include the following information:

A. Title Block

1. Project Name and Address
2. Designer Name and Address
3. Drawing Date
4. North Arrow with Drawing Scale
5. Embossed/Stamped and Signed Seal

B. Property Description

1. Legal Description
2. P.I.N. Number(s) (Sidwell)
3. Property Lines, Bearings & Distance
4. Platted Easement(s)
5. Small Location Map
6. Cross Access Easement(s)
7. Joint Parking Agreement(s)
8. Radii Encroachment Agreement(s)
9. Joint Driveway Access Easement(s)
10. Drainage Easement(s)
11. 100-year Flood Plain Boundary

C. Zoning Ordinance Requirements

1. List any variances granted for the property
2. Provide setbacks for all structures, impermeable areas, storage areas, etc. – measured to property lines
3. Site Data Chart must contain the following:
 - Use (both existing and proposed)
 - Zoning district(s) and setbacks (both required and existing or proposed)
 - Site area (ft² or acreage)
 - Area of existing structure(s)
 - Area of proposed structure(s)
 - Gross structure area
 - Structure height
 - Outdoor storage area
 - Outdoor sales area
 - Parking requirements
 - Existing parking area(s)
 - Proposed parking area(s)
 - International Building & Fire Code
 - Michigan Building Code – use group

D. Structures (dimensioned)

1. Principal Structure(s)
2. Accessory Structure(s)
3. Trash Enclosure
4. Greenbelt(s), Fence(s), Wall(s), Earthen Berms(s)
5. Utility Pole(s), Fire Hydrant(s), Manhole(s)
6. Signage
7. Flood Plain Floor Elevations
8. Storage Area(s)

E. Impermeable Surface Areas (dimensioned)

1. Parking Area(s)
2. Driveway(s) (26 ft. minimum)
3. Concrete Curbing
4. Concrete Strips
5. Bumper Curbs
6. Public/Private Sidewalk(s)
7. Plaza(s)

F. Parking Areas and Circulation (dimensioned)

1. Parking Area(s)
2. Barrier-Free Parking Space(s)
3. Loading Zone(s)
4. Maneuvering Lane(s)
5. Vehicle Circulation Arrows

G. Abutting Properties (within 50 ft.)

1. Zoning District(s)
2. Structure(s) and uses of close proximity
3. Driveway(s)
4. Sidewalk(s)
5. Parking Area(s)
6. Greenbelt(s), Fence(s), Wall(s), Earthen Berm(s)

H. Public/Private Streets and Roads

1. Name and Class (thoroughfare, collector, etc.)
2. Defined Centerline
3. Existing and Planned Right-of-Ways
4. Public Alley(s), Walkway(s), etc.

AFFIDAVIT OF OWNERSHIP OF LAND FOR LOT SPLIT AND COMBINATION

I, WE _____
Name(s) of Person(s)
OF _____
Address, City, State _____ Zip _____ Telephone _____
THE _____ OF _____
Title of Officer _____ Name of Company _____
BEING DULY SWORN, DEPOSE(S) AND SAY(S) THAT _____
_____/RECORDED LAND CONTRACT PURCHASER(S) _____/RECORDED DEEDHOLDER(S)

OF LAND FOR WHICH SUBMITTAL HAS BEEN/WILL BE MADE TO THE CITY OF WARREN, MACOMB COUNTY, MICHIGAN IN A:

PETITION FOR HEARING BY THE CITY OF WARREN PLANNING COMMISSION OR ADMINISTRATIVE REVIEW BY PLANNING STAFF

FURTHER, THAT _____ *

THE _____ OF _____ *

OF _____
Address, City, State _____ Zip _____ Telephone _____

IS/ARE/MY/OUR DESIGNATED REPRESENTATIVE(S) IN THE PROCESSING OF SAID PETITION.

FURTHER, DEPONENT SAYS NOT.

SIGNED _____ L.S.

SIGNED _____ L.S.*

*Leave blank if not applicable.

STATE OF MICHIGAN
COUNTY OF _____

ON THIS _____ DAY OF _____, 20____, BEFORE ME PERSONALLY CAME _____, TO ME KNOWN TO BE THE INDIVIDUAL (S) NAMED IN AND WHO EXECUTED THE FOREGOING AFFIDAVIT, FOR THE PURPOSE AS STATED, AND ACKNOWLEDGED THAT _____ DID SO OF _____ OWN FREE WILL AND DEED.

NOTARY PUBLIC, _____ COUNTY, MICHIGAN
MY COMMISSION EXPIRES: _____

NOTICE TO OWNER

If a representative appears on your behalf, they must be informed of all pertinent data relative to your request. Failure to answer any question from the Commission could result in your request being delayed or denied. IT IS RECOMMENDED THAT YOU appear in person.