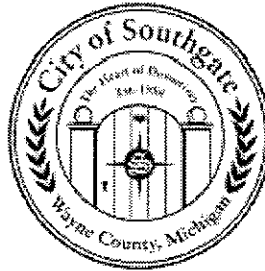


JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

JAMES E. DALLOS
Treasurer



City of Southgate
NORMA J. WURMLINGER
MUNICIPAL BUILDING

- CITY COUNCIL -

JOHN GRAZIANI
Council President

KAREN E. GEORGE

MARK FARRAH

BILL COLOVOS

DALE W. ZAMECKI

PHILLIP J. RAUCH

CHRISTOPHER P. ROLLET

MEMORANDUM

TO: Whom It May Concern

FROM: Esther Graves, Deputy City Assessor

RE: Lot Split Process

This correspondence outlines the procedure for lot split as follows:

Property owner submits letter of request to split property, a copy of the warranty deed proving ownership, five (5) copies of a survey (per attached ordinance) and the site plan. There shall also not be any delinquent taxes owing on the property.

City Engineer and Building Inspections Director and DTE will review submitted documents to determine compliance with local ordinances and state statutes.

Upon approval, the city Attorney will draft appropriate resolution for action by Council
NOTE: this action is only required for lot splits in a platted area.

Please review attached sheet for current Lot Split Fees.

Should you have any questions, please feel free to contact me at (734) 258-3006

Attachment: Ord. # 477. Passed 5-9-90
Resolution #14-09. Passed 1-21-09

LOT SPLITS AND COMBINATIONS FEES EFFECTIVE JANUARY 2009 -
\$50/PARCEL + \$75.00 ADMINISTRATIVE FEE

Example of Lot Split Fees:

- 1 lot split into 2 lots = \$150 + \$75 Admin Fee = \$225.00
- 1 lot split into 3 lots = \$200 + \$75 Admin Fee = \$275.00
- 1 lot split into 4 lots = \$250 + \$75 Admin Fee = \$325.00

Example of Combination Fees:

- 2 lots combined into 1 = \$150 + \$75 Admin Fee = \$225.00
- 3 lots combined into 1 = \$200 + \$75 Admin Fee = \$275.00
- 4 lots combined into 1 = \$250 + \$75 Admin Fee = \$325.00

City of Southgate

APPLICATION FOR PROPERTY DIVISION

I, _____ (owner) request that the property identified as parcel # _____ be divided per the attached legal descriptions, *Attach copy of deed and survey.

If applicable, indicate the parcel(s) with existing buildings: _____

Mailing address for each proposed parcel:

Parcel A: _____ Parcel C: _____

Parcel B: _____ Parcel D: _____

Remarks:

Date: _____ Signature of Owner _____

Approved _____ City Representative	_____ Title
---------------------------------------	-------------



LAND SPLIT Service Application

Please complete and return your application to Detroit Edison, at the Regional Center address listed below.

(For DTE Energy to fill in)

Work Order _____

Date Received _____

Return Address:

Kimberly A. Tassen, SR/WA
One Energy Plaza, 580 SB
Detroit, MI 48226
313.235.4458
tassenk@dteenergy.com

Property Owner Name: _____

Current Address: _____ Phone Number _____

Property/Tax I.D. # _____

City/Township/Village: _____

If assigned by municipality:

Address No.: _____ Street Name: _____

Nearest intersection: _____

Subdivision name: _____

NOTE: The legal owner of the property must sign this application, unless the party acting instead of the legal owner has power of attorney or legal guardianship. Please provide proof of such.

Required Information

- a) Proof of Ownership (Deed or Land Contract – Title insurance does not constitute proof of ownership)
- b) Certified Survey of Parent Parcel *showing splits*
- c) Certified Survey with written description of the proposed splits

NOTE: PLEASE ALLOW 4–6 WEEKS FOR PROCESSING.

Applicant's Signature: _____

Date: _____

(h) Building and Set-Back Lines. Building and set-back lines shall conform to the Zoning Code.

(i) Industrial or Commercial Lots. No lot or parcel zones as industrial or commercial shall be platted that is less than fifty feet in width. The area of such lot or parcel shall be sufficient in size to provide sufficient area for off-street parking and loading in accordance with the Zoning Code.

(Ord. 260. Passed 12-7-77.)

(j) Lot Division or Split.

(1) Generally. No lot or parcel contained in a recorded plat, nor any unplatted lot or parcel, shall be divided into more than four parts. Lots resulting from any such division shall each comply with and conform to at least the minimum area permitted by this Zoning Code, and the other provisions of this section. No building permit shall be issued, nor any building construction commenced, until the land for building sites has been approved by the County Health Department, where applicable. The division of a lot in a recorded plat is prohibited, unless it is approved following application to Council. The division of an unplatted lot, outlot or parcel of land is prohibited, unless approved by the Building Director in accordance, to the extent possible, with the provisions of subsections (a) through (m) hereof, the Zoning Code, and the City's plan for future development.

(2) Submittal and lot split fee or lot combination. Any person desiring a lot split shall submit to the City Assessor a written application therefor and five copies of a survey, prepared by a registered engineer or land surveyor, which shows the proposed division, depicts the location of any existing buildings, fences and structures, and includes a proper legal description of each separate lot or parcel proposed and of the lot or parcel to be divided. For a lot combination, the property owner shall provide an accurate and complete description of the parcels to be combined and submit the same to the Assessor. Fees for both splits and combinations shall be set by resolution of the City Council.

(3) Duties of City Assessor. The City Assessor shall review the proposed lot split to determine its compliance with these Subdivision Regulations and with the Subdivision Control Act, and shall submit the proposed lot split for the appropriate approval.

(4) Taxes. No lot or parcel of land shall be split until all taxes and special assessments have been paid. A receipt for payment of the same shall be submitted with the proposed lot split plan.

(Ord. 477. Passed 5-9-90.)

City of Southgate

County of Wayne, State of Michigan

No. 14-09

Resolution

At a Regular Meeting of the Southgate City Council called to order by Council President John Graziani on January 21, 2009 at 8:00 P.M. the following resolution was offered:

Moved by Ferencz, supported by Lannen,

RESOLVED, that Council concurs with the recommendation of the Deputy City Assessor and hereby establishes the following fees:

Lot Combination Fee	:	\$75 Administrative Fee	Lot Split Fee:	\$75 Administrative Fee
		\$50 Per Parcel		\$50 Per Parcel

Vote on motion: yeas - Ferencz, Ganzberger, Graziani, Lannen, Rauch, Rollet.
 nays - None.
 absent- Batko* (*Excused)

Motion carried unanimously.

I, Thomas M. Alexander, City Clerk of Southgate, do hereby certify that the foregoing is a true, correct and complete copy of a resolution adopted by the Southgate City Council at a regular meeting held on January 21, 2009.

Thomas M. Alexander
City Clerk

cc: Exec, Atty, Assessor, Finance, files.