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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, three (3) 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

THE CITY OF SOUTHGATE ORDAINS:

Section 1. That Part Twelve, Title Four, Chapter 1246, Section 1246.05 (j) of the Southgate City Code shall be amended to provide as follows:

(j) Lot Division or Split.

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, out lot, 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.

Submittal of lot split/lot combination and fees. Any person desiring a lot split shall submit to the City Assessor a written application therefore, a recorded Deed proving ownership, (if a land contract is involved, we must have written approval from both parties), additionally, three copies of a survey, prepared by a registered engineer or land surveyor, which shows the proposed divisions, 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 submit to the City Assessor a written application therefore, a recorded Deed proving ownership, (if a land contract is involved, we must have written approval from both parties), an accurate and complete description of the parcels to be combined must also be provided. Fees for both splits and combinations shall be set by resolution of the City Council.

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.

Taxes. No lot or parcel of land shall be split or combined until all taxes and special assessments have been paid. A receipt for payment of same shall be submitted with the proposed lot split/combination application.

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