

City of Southfield

26000 Evergreen Rd ■ P.O. Box 2055 ■ Southfield, MI 48037-2055 ■ www.cityofsouthfield.com ■ 248-796-5230

PROCEDURE FOR FILING A DIVISION OF LAND

*In Accordance With Act 188 Public Acts of 1967 as amended
and known as "The Subdivision Control Act"*

This application shall pertain to land which is part of a recorded plat and unplatted land which is to be divided into any parcels ten (10) acres or less, in area. The subject property may be divided into two (2), three (3), or four (4), parts without replatting, upon approval of the City of Southfield.

1. Obtain an application for the division of land at the City of Southfield Assessor's Office or online at <https://www.cityofsouthfield.com/CityDepartments/AC/Assessing/Forms/tabid/951/Default.aspx>
2. **Complete** the land division application in its entirety. Include a **plot plan** and legal descriptions for the proposed land division prepared in accordance with the following requirements:
 - a. A scale of not less than 1" = 100'
 - b. The location of all existing structures
 - c. The dimensions of all existing and proposed lot and property lines
 - d. A north point arrow
 - e. A complete legal description for all parcels as well as any remainder
3. Once you have completed the land division application, obtained a copy of the proposed land division plot plan and appropriate legal description(s), submit the full packet to the City of Southfield Assessor's Office electronically at contactassessing@cityofsouthfield.com. 8 ½ x 11 paper copy (along with a disc) is acceptable where electronic transmission is not available.
4. A fee of Seventy-five dollars (**\$75 per description**) is required for **commercial and industrial properties** including the original parent parcel. A fee of ten dollars (\$10) is required for residential platted lots. (Example: 1 residential parent parcel, and 3 residential new children parcels = \$40). All fees must accompany the application when submitted.
5. The land division application shall include satisfactory documentation indicating ownership of the property(ies).
6. In accordance with the approved City ordinance Chapter 47, Subdivision requirements, Article IV, Paragraph 5.316, both outstanding and current taxes plus all special assessments must be paid in full prior to final approval of the land division request.
7. This division of land application is valid for a period of two (2) years from the date it was filed. After that two year period, a new application must be completed and submitted for consideration. Appropriate fees will apply.

After the completed application is properly filed, the Assessor shall then forward the application and site plans to the necessary departments for approval.

If approval is granted, the City Assessor shall make the requested land division. If the taxes and special assessments are not paid in full, then the petition shall be denied and the City Assessor will notify the petitioner in writing. The applicant shall have the opportunity to file a written appeal with the City Council for their consideration.

DIVISION OF LAND APPLICATION

Application for division of land within the City of Southfield in accordance with Chapter 47 - Subdivision Regulations Article IV Land Division - to be filled out in its entirety and returned to the Assessor's Office.

Date:	Parcel No.
-------	------------

To The City Assessor: I, (we), the undersigned do hereby petition the City of Southfield Assessor for a division of land as hereinafter requested and as a part of this application, the following facts are shown:

1. The lot(s) sought to be divided is/are located on _____	between _____
and _____	on the _____ side of the street.

2. The property is part of a recorded plat and is known as lot(s) number(s) _____	of _____ Subdivision.
---	-----------------------

3. It is proposed that the areas and dimensions of the new land parcel(s) will be as follows (or see new legals):	
Parcel A.	Parcel B.
Parcel C.	Parcel D.

4. The land sought to be divided is owned by:	
Name: _____	
Owner Address: _____	
City: _____	Phone # _____

5. If the land split has resulted from a sale, list the sale price and date of each parcel sold:	
A. _____	
B. _____	

6. Attached is a copy of the legal descriptions and plot plans.

7. Attached is a check made payable to the City of Southfield in the amount of \$ _____
<i>Note:</i> Seventy-five dollars (\$75) per description is required for commercial and industrial properties including the original parent parcel. A fee of ten dollars (\$10) is required for residential platted lots. All fees must accompany the application when submitted.

Signature: _____

Print Name: _____

Address _____

City: _____ State _____

Phone #: _____

Assigned Appraiser: _____

Phone # _____