

City of Southfield

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

PROCEDURE FOR FILING A COMBINATION OF LAND

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

This petition shall pertain to land which is part of a recorded plat and unplatted land which is to be combined and which must comply with the above captioned ordinance.

1. Obtain two (2) copies of the Combination of Land Petition at the City of Southfield Assessor's Office.
2. **Completely** fill out the Land Combination Petitions. Include **two (2)** copies of a **plot plan** and the legal descriptions for the proposed land combination 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 completely filled out the petition, in duplicate with two (2) copies of the proposed land combination plot plan and appropriate legal description(s) then return same to the City of Southfield Assessor's Office.
4. The petition shall include with the combination of land application satisfactory documentation indicating ownership of the property(ies) included within the request.

PROCEDURE FOR FILING A COMBINATION OF LAND cont'd

5. 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 combination request.
6. This combination of land application is valid for a period of two (2) years from the date it was issued. After that point in time a new application must be applied for.

Once the completed petition is properly filed, the Assessor shall then forward a copy of the application and site plans to the necessary departments for approval.

If approval is received the City Assessor shall make the requested land combination. 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 petitioner shall have the privilege of filing a written appeal with the City Council for their consideration.

COMBINATION OF LAND PETITION

Application for combination of land within the City of Southfield in accordance with Chapter 47 - Subdivision Regulations Article IV Land Division - to be filled out in **duplicate** and returned to the Assessor's Office, 26000 Evergreen Rd, PO Box 2055, Southfield, MI, 38037-2055.

DATE: _____

Parcel No. _____

To The City Assessor:

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

1. The lot(s) sought to be combined 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 old land parcel(s) will be as follows:

Parcel A. _____ Parcel B. _____

Parcel C. _____ Parcel D. _____

4. The area of the new land to be combined is _____ square feet.

COMBINATION OF LAND PETITION cont'd

The land sought to be combined is owned by:

Name: _____

Address: _____

City: _____ Phone # _____

If the land combination has resulted from a sale list the sale price and date of each parcel sold:

A. _____

B. _____

Attached are two (2) copies of the legal descriptions and plot plans. **There is no fee for this service.**

Signature _____

Print Name _____

Address _____

City _____ Phone # _____

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