

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 petition 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 two (2) copies of the division of land petition at the City of Southfield Assessor's Office.
2. **Completely** fill out the land division petitions. Include **two (2)** copies if a **plot plan** and the 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 completely filled out the petition, in duplicate with two (2) copies of the proposed land division plot plan and appropriate legal description(s) then return same to the City of Southfield Assessor's Office.
4. A fee of five dollar (**\$5**) is required for **each new description** created including the remainder, and must accompany the petition when submitted.

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5. The petition shall include with the land division of land application satisfactory documentation indicating ownership of the property(ies) included within the request.
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 issued. After that point in time a new application must be applied for and submitted together with the appropriate fee.

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 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 petitioner shall have the privilege of filing a written appeal with the City Council for their consideration.

DIVISION OF LAND PETITION

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 **duplicate** and returned to the Assessor's Office.

DATE: _____

Parcel No. _____

To The City Assessor:

I, (we), the undersigned do hereby petition the City Assessor for a division of land as hereinafter requested and as a part of this petition, 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. The area of the land to be divided is _____ square feet.

4. It is proposed that the areas and dimensions of the new land parcel(s) will be as follows:

Parcel A. _____ Parcel B. _____

Parcel C. _____ Parcel D. _____

The land sought to be divided is owned by:

Name: _____

Address: _____

City: _____ Phone # _____

If the land split 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.

Attached is a check to the City of Southfield in the amount of \$_____ which represents a fee of five dollars (\$5) for each legal description resulting from this split.

Signature _____

Print Name _____

Address _____

City _____ Phone # _____

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