



City of Southfield

26000 Evergreen Rd. • P.O. Box 2055 • Southfield, MI 48037-2055 • www.cityofsouthfield.com

PROCEDURE FOR FILING A LAND DIVISION OR COMBINATION

*In Accordance with Act 288 Public Acts of 1967 as amended
and known as "The Land Division Act"*

INTRODUCTION: 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.

PROOF OF OWNERSHIP: The land division application shall include satisfactory documentation indicating ownership of the property or properties when ownership is not obvious. If multiple owners are present signatures of each owner MAY be required.

BEGIN THE PROCESS: Complete the land division/combination application in its entirety. Include a copy of the plot plan and legal descriptions for the proposed land division/combination prepared in accordance with the following requirements:

1. A scale of not less than 1" = 100'
2. The location of all existing structures
3. The dimensions of existing and proposed lot(s) and property lines
4. A north direction arrow
5. A complete legal description for all parcels as well as any remainder

RESIDENTIAL APPLICATION FEE: \$10 For each parent parcel and \$10 for each resulting child parcel.

COMMERCIAL / INDUSTRIAL APPLICATION FEE: \$75 For each parent parcel and \$75 for each resulting child parcel.

All fees must accompany the application when submitted.

TAXES: Both outstanding and current taxes plus all special assessments must be paid in full prior to final approval of the land division request. *City Ordinance Chapter 47, Sec.5.316 of Article IV.*

ADDITIONAL INFORMATION: After the completed application is properly filed, the city 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/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 applicant shall have the opportunity to file a written appeal with the City Council for their consideration.



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LAND DIVISION OR COMBINATION APPLICATION

Application for division or combination 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.

Parcel No(s): _____ Date: _____

Applicant Name: _____ E-mail: _____

To The City Assessor,

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

1. The following parcel or parcels are sought to be Divided (or) Combined.

2. I have included the names of ALL owners effected by this division/combination.

3. I have attached a copy of the plat map and identified the parcels meant for division/combination

4. I have attached a preliminary drawing/sketch of the proposed platted lots.

5. I understand the City of Southfield holds me responsible to present a survey if the requested action
contains metes and bounds legal descriptions.

6. I have attached is a copy of the legal descriptions and plot plans prior to the division/combination.

7. I have attached is a copy of the proposed legal descriptions and plot plans after the division.

8. I certify that I have notified my mortgage company or Land Contract Owner of this application.

9. I certify that I will be responsible to record a new Quit Claim Deed for the resulting parcels.

10. I understand that the Assessing Department will determine the applicable fee based on the
current fee schedule and email payment instructions to the applicant at the email address provided.
Processing of this request will not begin until the required fee has been paid.

Applicant Signature: _____ Phone: _____