

City of Southfield

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

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 application 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 an application for the combination of land at the City of Southfield Assessor's Office or online at <https://www.cityofsouthfield.com/Portals/0/docs/Assessing/Combo%20Application%2002-18.pdf>
2. **Complete** the Land Combination Application on the reverse side of this document. Include a copy 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. The combination of land application shall include with it satisfactory documentation indicating ownership of the property(ies) included within the request.
4. Once you have completed the land combination application and substantiating documentation, submit the 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.
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 submitted. If not approved within that period, a new application must be completed and resubmitted to restart the approval process.
7. A fee of \$50 per description is required **for commercial and industrial properties** including the original parent parcel. A fee of ten dollars (\$10) per description is required for residential platted lots. (Example: 2 residential parent parcels, and 1 residential new child parcel = \$30). All fees must accompany the application when submitted.

Once the completed application 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 application shall be denied and the City Assessor will notify the petitioner in writing. The petitioner shall have the opportunity to file 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 completed and returned to the Assessor's Office electronically at contactassessing@cityofsouthfield.com. 8 1/2 x 11 paper copy (along with a disc) is acceptable where electronic transmission is not available.

Date:	Parcel No.
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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.	
5.	The land sought to be combined is owned by:	
	Name:	
	Address	
	City & State:	Phone #
6.	If the land combination has resulted from a sale, list the sale price and date of each parcel sold:	
	A.	
	B.	
7.	Attached is a check made payable to the City of Southfield in the amount of \$ _____ which represents the combination fee Also attached is a legal description and a plot plans.	

Note: A fee of \$50 per description is required for commercial and industrial properties including the original parent parcel. A fee of ten dollars (\$10) is required per description for residential platted lots.

Assigned Appraiser:	Signature
	Print Name:
	Address
	City & State Phone #
Phone#	Email: