



CITY OF PORT HURON, MICHIGAN
APPLICATION FOR LOT SPLIT
(\$120.00 Non-Refundable Fee)

Property Tax ID #: 7406-_____-_____-_____

Receipt #: _____ Accepted by _____

 Owner Name and Address _____ Date _____ (_____) _____ - _____
 Telephone Number

 Applicant Name and Address (if different than owner) _____ Date _____ (_____) _____ - _____
 Telephone Number

Legal Description of existing property: *(survey required if there are structures on the property)*

 (attach additional sheet if necessary)

Proposed Legal Description:

(A) _____

(B) _____

Lot Size Dimensions: (A) _____ (B) _____

Square Footage each lot: (A) _____ (B) _____

Planned Use for each lot: (A) _____ (B) _____

Are there any existing buildings on the property? _____

Are all current and prior years taxes paid in full? _____

PLEASE NOTE: All taxes must be paid in full before lot split will be approved. Lot splits will take affect the following tax year.

 Signature of Owner

 Signature of Applicant (if other than owner)

FOR OFFICE USE ONLY

 City Planning Director _____ Date _____ Approved Disapproved

 City Engineer _____ Date _____ Approved Disapproved

 City Treasurer _____ Date _____ Approved Disapproved

 City Assessor _____ Date _____ Approved Disapproved

Remarks: _____

INSTRUCTIONS

Per Chapter 30, Land Divisions and Subdivisions, Section 30-33, Lot Splits of the Code of Ordinances for the City of Port Huron, lot splits are reviewed/approved subject to the following:

Sec. 30-33. Lot Splits.

(a) *Generally.* The division of any parcel of land, including those the boundaries of which are fixed by a recorded plant, into more than one but less than five lots or tracts may be permitted and shall be subject to and comply with the provisions and procedures set forth in this section.

(b) *Filing of application and [survey].* The applicant shall submit to the [planning director] who, together with the city engineer, city [treasurer] and city assessor, shall review the following:

(1) Four copies of the application [which must include the new legal descriptions per subsection (c)(8) of this section.

(2) Four copies of the [survey] of the proposed lot split, having a scale of not less than one inch to 50 feet, containing the data required under subsection (c) of this section. [Survey must be prepared, stamped and signed by a registered surveyor].

(c) *Contents of [survey].* The [survey] of the proposed lot split shall include the following data:

(1) Name and address of the [surveyor, owner and] applicant.

(2) The date of the [survey] , north arrow and the scale

(3) Boundary lines and area of the parcel to be split.

(4) Names of all streets, rights-of-way and roadways of all existing or proposed streets within or abutting the parcel proposed to be split.

(5) All existing structures and physical features which would influence the layout and design of the proposed lot split.

(6) Location, width and purpose of existing and proposed easements.

(7) Legal description of existing parcels to be split.

(8) Proposed legal description of each parcel.

(d) *Fee.* The fee for a lot split shall be adopted by resolution of the city council and amended, as necessary, by resolution of the city council.

(e) *Application approval.* The city assessor, city engineer, city [planning director] and the city [treasurer] shall jointly approve the application, provided it is in conformance with all ordinances and administrative rules and regulations of the city.

(f) *Disapproval of application.* The reasons for any disapproval of an application shall be stated, and the applicant shall have the privilege of submitting a revised proposal.

(g) *Conditional approval.* If the application is approved conditionally, such condition and the reason therefor shall be stated.