



APPLICATION FOR
 LOT SPLIT REQUEST
 CITY OF HARPER WOODS
 19617 HARPER AVENUE -- HARPER WOODS, MI 48225
 313-343-2500
 WWW.HARPERWOODSCITY.ORG

PROPERTY OWNER INFORMATION			
OWNER NAME:		PHONE:	
OWNER ADDRESS:			
CITY:		STATE:	ZIP:
EMAIL ADDRESS:			
ARCHITECT/ENGINEER/CONTACT			
NAME:		PHONE:	
ADDRESS:			
CITY:		STATE:	ZIP:
EMAIL ADDRESS:			
DESCRIPTION AND TYPE OF DEVELOPMENT			
GENERAL PROPERTY LOCATION (CROSS STREETS):			
LOT SIZE:			
PARCEL "A"		PARCEL "B"	
PARCEL "C"		PARCEL "D"	
ZONING OF SITE:			
PURPOSE OF LOT SPLIT:			
APPLICANT SIGNATURE:		DATE:	
PRINT NAME:			

Please complete this form and return to the City Clerk's office to be scheduled for the next Planning Commission meeting

This form and all documentation is required to be submitted not less than twenty (20) days prior to the next regular or special Planning Commission meeting, held on the fourth Wednesdays of each month.

FEE: See City Fee Schedule - applicant will also be subject to engineering and planning consultant fees

Section 10-750 Lot Splits.

A. The developer or petitioner shall submit to the City Clerk:

1. Sixteen (16) copies of application and drawing for lot split at least 15 days prior to the next regular or special Planning Commission meeting.
2. The drawing and legal description of the proposed lot split shall be prepared by a registered civil engineer or surveyor and drawn to a reasonable and legible scale.
3. The lot split drawing shall contain the following information:
 - a. Names and addresses of owner, subdivider or petitioner, engineer or surveyor.
 - b. Date, north arrow and scale, written and graphic.
 - c. Names of abutting subdivisions and names and addresses of the owners of the abutting property.
 - d. Street names, right-of-way and roadway widths of all existing and proposed streets within and adjacent to the proposed lot split.
 - e. Proposed and existing storm and sanitary sewers and water mains including location and size.
 - f. All existing structures and other physical features which would influence the layout and design of the lot split and distances from existing structures to lot lines.
 - g. Location, width and purpose of easements.
 - h. Lot lines and lot numbers.

B. All outstanding property taxes or special assessments shall be paid prior to submittal of the Lot Split Application.

C. The Planning Commission shall transmit a copy of the proposed lot split to the City Engineer, Department of Public Works, Building Inspector and the City Assessor for review and recommendation.

D. The Planning Commission shall review the proposed lot split for conformance with all ordinances, administrative rules and regulations, the Master Plan for the City, and State law, and shall prepare recommendations to be submitted to the City Council.

E. On receipt of the recommendation of the Planning Commission, the City Council shall give consideration of the proposed lot split.

If the City Council approves the lot split, it shall adopt a resolution effectuating the lot split, and shall transmit the resolution to the City Clerk for recording.

Dispersed as appropriate to the following departments for review and comments with recommendations:

	<u>Date Dispersed</u>	<u>Date Report Received</u>
Building	_____	_____
Engineering	_____	_____
Public Works	_____	_____
Police Department	_____	_____
Fire Department	_____	_____
Planning Commission	_____	_____

COMMENTS:

