

City of Harper Woods  
19617 Harper Avenue  
Harper Woods, MI 48225  
313-343-2526 - Building Department  
[www.harperwoodscity.org](http://www.harperwoodscity.org)

**LOT SPLIT REQUEST**

To Be Completed by Applicant - Please Print

Name of Property Owner \_\_\_\_\_

Address and Phone No. \_\_\_\_\_

Name of Architect and/or Contact Person \_\_\_\_\_

Address and Phone No. \_\_\_\_\_

Description and Type of Development:

Tax ID \_\_\_\_\_

General Property Location \_\_\_\_\_

Property Address \_\_\_\_\_

Lot Size \_\_\_\_\_

Parcel "A" \_\_\_\_\_ Parcel "B" \_\_\_\_\_

Parcel "C" \_\_\_\_\_ Parcel "D" \_\_\_\_\_

Zoning of Site \_\_\_\_\_

Purpose of Lot Split Request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant(s) \_\_\_\_\_

Please complete form and return to the Building Department so this case can be scheduled for the next Planning Commission meeting.

NOTE: This form and all documentation is required to be submitted not less than 15 days prior to the next regular or Special Planning Commission meeting, held on the fourth Wednesdays of each month.

\_\_\_\_\_  
Received application by

\_\_\_\_\_  
Date

Filing Fee: See City Fee Schedule. In addition, applicant will be responsible for any engineering and planning consultant's 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.

Disbursed as is appropriate to the following department for review and comments with recommendations:

	<u>Date Disbursed</u>	<u>Date Report Received</u>
Building/Engineering	_____	_____
City Assessor	_____	_____
Dept. of Public Works	_____	_____
Fire Dept.	_____	_____
Planning Commission	_____	_____
Police Dept.	_____	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_