

CITY OF PETERSBURG

APPLICATION TO DIVIDE PLATTED LOTS

The State of Michigan Subdivision Control Act of 1967 (As Amended) and the City of Petersburg Ordinance #17-0001 prohibit the division of platted City lots without prior approval of the City Council.

INSTRUCTIONS

\$100 application fee must be paid per lot created when application is made.

PLEASE COMPLETE APPLICATION COMPLETELY AND ATTACH ALL REQUIRED DOCUMENTS TO AVOID DELAY IN REVIEW OF YOUR REQUEST.

CHECKLIST:

- ATTACH THE RESULTING PLOT PLAN OF ALL PROPERTIES AFFECTED BY THE DIVISION AND OR COMBINATION. INCLUDE DIMENSIONS OF RESULTING LOTS, LOCATION OF EASEMENTS, ALL BUILDINGS, DRIVEWAYS, AND DISTANCES FROM LOT LINES.

- NEW LEGAL DESCRIPTIONS FOR ALL LOTS INCLUDED.

- ALL TAXES & SPECIAL ASSESSMENTS & COUNTY LIENS MUST BE PAID ON ALL LOTS AFFECTED BY THIS DIVISION AND A CERTIFICATE MUST BE RECEIVED FROM THE COUNTY TREASURER VERIFYING THEY HAVE BEEN PAID FOR THE PRECEEDING 5 YEARS.

- ALL OWNERS' SIGNATURES (PROOF OF OWNERSHIP REQUIRED WHEN OWNERSHIP IS NOT OBVIOUS).

- A PROFESSIONAL SURVEY OF THE PROPERTY.

- MORTGAGE RELEASE IF APPLICABLE OR LENDER APPROVAL.

Applicant Name _____ Date _____

Applicant Address _____ Phone _____

Office Use Only-

Date all Items Received _____ By Whom _____

Fees Paid \$ _____

Date Returned for More Information _____ Signature _____

Comments _____

Date Sent for Approval or Denial _____ Signature _____

Proposed Parcel Numbers to be Divided:

_____ Current Legal _____

_____ Current Legal _____

_____ Current Legal _____

Please note that an approval of any division by City Council does not guarantee the ability to obtain permit necessary for the construction of a structure, and the City is not liable or responsible if such property fails to obtain a permit of any nature, including those related to on-site septic systems. Further, it is the sole responsibility of the landowner to satisfy the requirements of any application for zoning, building, ingress/egress, on-site well, and on-site septic systems. The City of Petersburg is in no manner liable for the denial of any application once the division has been approved.

It is also the owner's responsibility to file new deeds with the proper legal descriptions within 90 days of approval. If not, your approval letter will be revoked. Deeds can be filed at the Monroe County Register of Deeds office at 51 South Macomb Street, Monroe, MI 48161.

All approved divisions and combinations will be processed in the following year's Assessment Roll.

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

OFFICE USE ONLY:

Parcel # _____ Parcel # _____

Assessor Review

Current Zoning _____ Meets Current Zoning: Y/N

Prior Divisions of Lot _____ (no more than 4 divisions allowed per platted lot)

All Lots in Same Platted Subdivision: Y/N Legal Descriptions Attached: Y/N

All Owners' Signatures: Y/N Evidence of Owners: Y/N Fees Paid: Y/N

Professional Survey Provided: Y/N Mortgage Release/Lender Approval: Y/N

APPROVE/DENY- Signature _____ Date _____

Additional Comments _____

Date Sent Back to Applicant for More Information _____

Treasurer Review

Taxes, County Liens, & Specials Paid: Y/N

Certificate from County Treasurer received verifying tax payment: Y/N

Signature _____ Date _____

Additional Comments _____

Date for City Council Review _____

City Council Action: { } Approve as Submitted { } Deny { } Approve with Conditions

CITY OF PETERSBURG
PROPERTY COMBINATION APPLICATION

I hereby authorize/request the City of Petersburg Assessor's Office to combine parcel number(s) _____ with parcel number(s) _____ on the 20__ Petersburg Assessment Roll and subsequent rolls.

**Note: A professional survey may be required.*

A release from your mortgage company or lender approval may also be required.

New legal descriptions for all new parcels must be submitted 90 days after approval.

All Owners' Signatures are Required:

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

I wish to receive a copy of this application.

Mailing Address: _____

APPROVED _____ **DENIED** _____

NEW PARCEL NUMBER _____