



Division of Platted Lots Application Package

(Last Revised May, 2005)



Division of Platted Lots Application

1. Applicant

Name: _____
 Address: _____

 Phone Number: _____
 Fax Number: _____
 Email Address: _____

Property Owner

Name: _____
 Address: _____

 Phone Number: _____
 Fax Number: _____
 Email Address: _____

2. Applicant's Attorney/Contact Person

Name: _____
 Address: _____

 Phone Number: _____
 Fax Number: _____
 Email Address: _____

Survey Company

Name: _____
 Address: _____

 Phone Number: _____
 Fax Number: _____
 Email Address: _____

3. Project Information

Address/Location of Property: _____

 Sidwell #: _____
 Current Zoning: _____

Legal Description: _____

4. Attachments

- Proof of ownership
- Written statement of reasons for request
- A letter of authority or power of attorney in the event the application is made by a person other than the property owner
- Other data having a direct bearing on the request
- One set of survey plans mounted on display boards
- Fifteen (15) copies of a registered land survey showing:
 - all existing and proposed platted lot lines
 - legal descriptions of proposed lots
 - locations of existing/ surrounding structures and setbacks
 - footprints of proposed development
 - Sketches of proposed development (optional)

5. Required Conditions:

- All taxes and special assessments have been paid at the time of application
Treasurer's Signature: _____ **Date:** _____
- All water bills have been paid at the time of application
Water Department: _____ **Date:** _____
- All necessary building permits have been obtained at the time of application
Building Department: _____ **Date:** _____

(I, (We), the undersigned, do hereby request to divide lots of record in the City of Birmingham, Oakland County, Michigan. (I, (We), do hereby swear that all of the statements, signatures, and descriptions appearing on and with this request are in all respects true and accurate to the best of (my), (our), knowledge.

Signature of Property Owner: _____ **Date:** _____
 Print Name: _____
 Signature of Applicant: _____ **Date:** _____
 Print Name: _____

Fee: \$200.00 per lot affected, minimum fee \$400

Division of Platted Lots

Overview of the Process:

Step 1 –*Make an appointment with a city planner:* A conceptual survey plan must be presented to a city planner prior to acceptance of an application for Division of Platted Lots. This meeting is intended for information sharing and general guidance.

Step 2 –*Division of Platted Lots Application filed:* An application is deemed complete upon submission and acceptance of the completed application form and all required documentation. Once an application is deemed complete, a petitioner will be scheduled for a public hearing before the Birmingham City Commission, which will be at least 15 days after submission of the application.

Step 3 –*Departmental Review:* Submitted survey plans are sent to appropriate departments for review. Comments are returned to the Planning Division prior to final review by Planning Division personnel.

Step 4 –*Notices of Public Hearing:* Notices are sent by the City Clerk to all property owners within 300' of the subject property at least 15 days prior to the City Commission Public Hearing meeting at which the application will be considered.

Step 5 –*Review Report:* The Planning Division reviews the application and prepares a report to the City Commission for consideration at the public hearing.

Step 6 –*Public Hearing at the City Commission:* Birmingham City Commission meets to consider the application for Division of Platted Lots. Petitioner appears before City Commission to answer any questions.

Step 7 –*Decision:* The City Commission approves, denies, or postpones the Division of Platted Lots application.

Division of Platted Lots Application Requirements:

1. A complete Division of Platted Lots application is to be submitted to the Community Development Department.
2. The application must be completed in its entirety and signed by the owners or applicants.
3. The application must be accompanied by the following supporting documentation:
 - Proof of ownership
 - Written statement of reasons for request
 - A letter of authority or power of attorney in the event the application is made by a person other than the property owner
 - Fifteen (15) copies of a registered land survey showing:
 - All existing and proposed platted lot lines
 - Legal descriptions of proposed lots
 - Locations of existing/surrounding structures and setbacks
 - Footprints of proposed development
 - One set of survey plans mounted on display boards
 - Any other data having a direct bearing on the request
4. All taxes and special assessments must be paid at the time of application.
5. All water bills must be paid at the time of application.
6. All building permits must be obtained at the time of application.
7. Signatures from the City of Birmingham Treasurer, Water Department, and Building Department are required.
8. Signatures of the property owner and applicant are required.