



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
- **Sketches of proposed development (optional)**
- One digital copy of plans
- Two (2) 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

(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.
9. Fee: \$200.00 per parcel affected in the request, minimum fee: \$400.00



Notice Signs - Rental Application Community Development

1. Applicant

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Property Owner

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

2. Project Information

Address/Location of Property: _____

Name of Development: _____

Area in Acres: _____

Name of Historic District site is in, if any: _____

Current Use: _____

Current Zoning: _____

3. Date of Board Review

Board of Building Trades Appeals: _____

City Commission: _____

Historic District Commission: _____

Planning Board: _____

Board of Zoning Appeals: _____

Design Review Board: _____

Housing Board of Appeals: _____

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to post the Notice Sign(s) at least 15 days prior to the date on which the project will be reviewed by the appropriate board or commission, and to ensure that the Notice Sign(s) remains posted during the entire 15 day mandatory posting period. The undersigned further agrees to pay a rental fee and security deposit for the Notice Sign(s), and to remove all such signs on the day immediately following the date of the hearing at which the project was reviewed. The security deposit will be refunded when the Notice Sign(s) are returned undamaged to the Community Development Department. Failure to return the Notice Sign(s) and/or damage to the Notice Sign(s) will result in forfeiture of the security deposit.

Signature of Applicant: _____ Date: _____

Office Use Only

Application #: _____ Date Received: _____ Fee: _____

Date of Approval: _____ Date of Denial: _____ Reviewed by: _____



Fee Schedule

Administrative Approval	\$100.00
Board of Zoning Appeals* <ul style="list-style-type: none"> • Single Family Residential • All Others 	\$310 \$510
Community Impact Study Review*	\$2,050
Design Review*	\$350
Lot Division*	\$200 / parcel affected
Historic District Review* <ul style="list-style-type: none"> • Single Family Residential District • All other zone districts 	No charge \$350
Public Notice Sign	\$100 / refundable deposit \$50 fee
Site Plan Review* <ul style="list-style-type: none"> • R4 through R8 zone district • Nonresidential districts 	\$850 plus \$50 per dwelling unit \$1050 plus \$50 per acre or portion of acre
Special Land Use Permit* <ul style="list-style-type: none"> • Plus Site Plan Review • Plus Design Review • Plus Publish of Legal Notice • Plus sign rental and deposit 	\$800 \$1050 \$350 \$450 \$150 Total fee: \$2800
Special Land Use Permit Annual Renewal Fee	\$200.00
Temporary Use Permit	\$100
Zoning Compliance Letter	\$50

The fees for design review, site plan review, historic district review and special land use permits shall be double the listed amounts in the even the work is commenced prior to the filing of an application for review by the City of Birmingham.

Ordinance No. 1751 (Appendix A, Section 7.38 of the Birmingham City Code)