City of Algonac

805 St. Clair River Drive, PO Box 454
Algonac, MI 48001
810-794-9361. www.cityofalgonac.org.

Lot Split Application

1. APPLICANT **DATE: _____**

Name_____ Street Address _____

City_____ State _____ Zip Code _____ Cell Phone

_____

Home Phone _____ Email Address _____

2. OWNER

Name_____ Street Address _____

City_____ State _____ Zip Code _____ Cell Phone

_____

Home Phone _____ Email Address _____

3. SIGNATURES REQUIRED

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

4. PARCELS

How many parcels are there now, BEFORE the split/combination? _____ How many parcels will there be AFTER? _____

List the sidwell numbers of all existing parcels before the lot split/combination_____

_____

5. ATTACHMENTS REQUIRED

- ❑ Documentation verifying ownership or interest in property (i.e. warranty deed, land contract, lease, etc.).
- ❑ Proof that all taxes have been paid. All property taxes, special assessments, water bills and invoices attributable to the land, including delinquencies, MUST be paid in full, before the property can be split or combined.
- ❑ Fee: $225 Application Fee + Consultant Fee Plus 10%
- ❑ 3 copies of a map showing all existing parcels in be included in split/combination. Include the legal description of each parcel.
- ❑ 3 copies of a map that show (a legal survey may be required by Assessor):
  - Correct scale (no less than 1" = 50' for less than 3 acres, 1" =100' if more than 3 acres) and North point.
  - Legal description and dimensions of all created parcels.

- Location of existing and proposed structures, land improvements, easements, streets, driveways, and ingress and egress to public or private streets.
- Location of wetlands or flood plain areas, the zoning of proposed parcels, and the location of existing buildings, streets, or driveways within 50 feet of the property lines.

GENERAL LOT SPLIT PROCEDURE

(1) The Building Official, Assessor and Planning Consultant will review application. Written reviews requesting changes and/or additional documentation will be coordinated by the Building Official and provided to the applicant.
(2) Applicant will make changes and/or provide additional documentation as requested. Building Official, Assessor and Planning Consultant will re-review. Process continues until all requirements are met.
(3) Copies of all related documents after approval are provided to the Assessor and City Treasurer.