



**Application Fee:**  
**Single - \$250**  
**Multiple - \$250 each +**  
**\$50/resulting lot**

**APPLICATION TO DIVIDE PLATTED CITY LOTS**

*The State of Michigan Land Division Act and City of Owosso Subdivision Regulations prohibit the division of platted City lots without prior approval of the City Council.*

**Step-By-Step Guide**

1. Staff will assist the applicant by explaining the parcel split process, provide site information, review the application and inform that a survey may be required
  2. Applicant submits application with fee
  3. Departmental review of application
  4. Staff prepares memo for next City Council meeting
  5. Send notice to applicant with the date of the City Council meeting
  6. City Clerk notifies the Building Department and Assessor of Council approval or denial
  7. Final approval or denial notice sent to applicant
- Requests for parcel splits can only be approved if the request meets the requirements of the Zoning Ordinance. The resulting split cannot create a parcel that does not meet the minimum dimensional requirements for the district (street frontage and parcel area). If there are structures on the parcel they must meet the side yard and/or rear yard setback as applicable.
  - It is the owner’s responsibility to verify that there are no issues/objections to the request by any persons, firms, or corporations having a legal or equitable interest in the land. **The City does not conduct a title search for the property.**
  - If the parcel involves a principal residence or homestead it is up to the applicant to notify the City Assessor to update their Homestead Exemption.
  - The applicant is responsible to provide a survey and legal descriptions of the proposed parcels (unless waived by the Zoning Administrator). If buildings or structures are located on a parcel a site plan showing set-backs is required. Requests are reviewed for compliance with the Zoning Ordinance. The Zoning Administrator reserves the right to require additional information necessary to meet the requirements of the Zoning Ordinance.
  - **ALL DELINQUENT TAXES/SPECIAL ASSESSMENTS/LIENS MUST BE PAID ON ANY PARCEL BEFORE THE DESCRIPTION OF THE PARCEL CAN BE CHANGED.**

**Applicant Information**

Name: \_\_\_\_\_

Affiliation if Not Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Land Division Information**

<b>Parcel Address:</b>	<b>Parcel Number:</b>

**Proposed Use**

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Other
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**Describe the division being proposed**

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Affidavit and Permissions:

- I agree the statements made on this document are true, and if found not to be true, this application and any approvals will be void
- I agree to give permission for officials of the municipality to enter onto property involved in this application for purposes of inspection, to verify that the information provided on the application is correct
- I understand that any approval hereunder only constitutes approval of requested legal descriptions and does not provide, constitute, infer or imply build ability or compliance with any applicable statute, law, building code, deed restriction, or property right
- I agree to comply with the conditions and regulations provided with this parcel division
- I understand that the land division application may take up to 30 days to be processed
- I understand that property tax bills may be issued using the parent parcel(s) and I agree to have the tax bills and other city of Owosso liens charged/billed during this period paid by the appropriate party
- I understand that if property is being conveyed between the parties, requested land division will only take place on city records after recording of deed
- **Divisions require all taxes, special assessments and outstanding invoices be paid in full before the division can be processed**

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**Applicant Signature**

**Date**

*City of Owosso Lot Split Ordinance Sec. 30-5. - Lot division.*

*The division of a lot in a recorded plat is prohibited, unless approved following application to the city council. The application shall be filed with the city clerk and shall state the reasons for the proposed division. The city council may request review and comment by the city planning commission. The division to be approved by the city council shall have the suitability of the land for building purposes approved by the city zoning administrator, who may require submission of a professionally prepared boundary survey report. No building permit shall be issued, nor any building construction commenced, prior to the city council's approval. No lot in a recorded plat shall be divided into more than four (4) parts, and the resulting lots shall be not less in area than permitted by the city zoning ordinance. The division of a lot resulting in a smaller area than prescribed herein may be permitted but only for the purpose of adding to the existing building site or sites. The application shall so state and shall be in affidavit form. (Ord. No. 456, § 1, 12-19-88)*

**City of Owosso Division of Platted City Lots Departmental Review**

<b>1. Building Official Recommends:</b>	<input type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments:		
Signature:		
<b>2. Assessor Recommends:</b>	<input type="checkbox"/> Approval	<input type="checkbox"/> Denial
Survey Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attach current and proposed legal description		
New Address:		
New Parcel Number:		
Comments:		
Signature:		
<b>3. Treasurer Tax Information:</b>	<input type="checkbox"/> Approval	<input type="checkbox"/> Denial
County Drain Office Special Assessments:	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
County Treasurer's Office Delinquent Taxes:	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Special Assessments:	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Comments:		
Signature:		
<b>4. Public Utilities Recommends:</b>	<input type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments:		
Signature:		
<b>5. Engineering Recommends:</b>	<input type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments:		
Signature:		
<b>6. Zoning Administrator Recommends:</b>	<input type="checkbox"/> Approval	<input type="checkbox"/> Denial
Comments:		
Signature:		

Date for City Council Review:		Date notice sent to applicant:	
City Council action:	<input type="checkbox"/> Approved as submitted	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved with attached conditions
Date results sent to applicant:			

**Building Department Checklist**

Application Reviewed	<input type="checkbox"/>
Fee paid	<input type="checkbox"/>
Return all materials to Building Department	<input type="checkbox"/>
Send copy of application to applicant with date of Council Meeting	<input type="checkbox"/>
Prepare memo and submit with original application to Clerk's Office	<input type="checkbox"/>
After Council approval or denial, notify applicant with copy of completed application	<input type="checkbox"/>
Notify Assessor of approval or denial	<input type="checkbox"/>
Scan to BS&A file and file hard copy	<input type="checkbox"/>
Staff Initials	