



**CITY OF WARREN  
PLANNING COMMISSION**

LORI M. STONE, MAYOR  
ONE CITY SQUARE, STE. 315  
WARREN, MICHIGAN 48093-5283

CONTACT THE PLANNING DEPARTMENT  
PHONE: (586) 574-4687 FAX: (586) 574-4645

# LOT SPLIT AND/OR COMBINATION APPLICATION

- Subdivision Lot Split \$500.00
- Re-establish Subdivision Plat Line \$500.00
- Acreage Parcel Split \$500.00
- Lot Combinations \$350.00

(Application effective 6-26-24) (Fees effective 8-10-21)

**PLEASE TYPE OR PRINT**

DESCRIPTION OF REQUEST: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PARCEL P.I.N.: 12-13-  
*Attach additional sheet(s) if more than one address/parcel*

LEGAL OWNER: \_\_\_\_\_  
**(PRINT)** Contact Name & Company Phone Email

Address City/State/Zip

PROFESSIONAL\*: \_\_\_\_\_  
**(PRINT)** Contact Name & Company Phone Email  
*\*Must be licensed by the State of Michigan*

Address City/State/Zip

APPLICANT: \_\_\_\_\_  
**(PRINT)** Contact Name & Company Phone Email

Address City/State/Zip

\_\_\_\_\_  
Signature of Legal Owner *(Attached AFFIDAVIT OF OWNERSHIP OF LAND must be completed)* Date

\_\_\_\_\_  
Signature of Professional *(Survey Preparer)* Date

\_\_\_\_\_  
Signature of Applicant *(Representative for Development)* Date

1. Attach a typed Legal Description of the parent parcel(s) and each resultant child parcel to the completed application before it is submitted to the Planning Department.
2. Please be sure to thoroughly review the attached procedures and plan requirements. We suggest that the applicant provide a copy of the plan requirements to the licensed professional who will be preparing the required survey.
3. The Affidavit of Ownership of Land is also attached and must be completed and submitted with the application packet.

# LOT SPLIT AND/OR COMBINATION CHECK OFF LIST

**As you, the representative, complete these items, you need to check them off. We will not accept application packets without all items checked off and completed.**

- Application shall be completed, signed, and dated.
- Affidavit of Ownership of Land shall be completed, signed, and notarized. If there is more than one owner, a separate affidavit is required for each of them.
- The property owner shall be listed on the application and affidavit. If the owner is a business or LLC, a person's contact name is required.
- For communication purposes, provide all phone numbers and email addresses for each person listed on the application.
- Submit a check payable to the *City of Warren* for the applicable fee as stated on the application.
- For Subdivision Lot Splits, submit twenty-four (24) copies of surveys that are signed and sealed by a professional Land Surveyor who is certified by the State of Michigan and submit an electronic copy on a USB. Contact the Planning Department if other options are necessary.
- For Subdivision Lot Combinations, Acreage Lot Combinations, and/or Acreage Lot Splits, submit eight (8) copies of surveys that are signed and sealed by a professional Land Surveyor who has been certified by the State of Michigan and submit an electronic copy on a USB. Contact the Planning Department if other options are necessary.
- Provide a Legal Description for each parcel and proposed parcel(s) on the survey and on the USB in Word format.
- Provide a Site Data Chart on the survey for Subdivision Lot Splits and Acreage Lot Splits.
- Provide a small Location Map on the survey.
- If the property has any delinquent taxes, your application packet will not be accepted.**

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature required or the application package will not be accepted.)

**Employee Only (please initial):** \_\_\_\_\_

1. Verify all items have been completed and checked off.
2. Stamp the application and at least one sheet of the plans.
3. Let the applicant know the Planning Commission meeting date.
4. Make a copy of the check.
5. Put a brief description on the agenda.



**AFFIDAVIT OF OWNERSHIP OF LAND**

I/WE \_\_\_\_\_  
Name(s) of Owner(s)

OF \_\_\_\_\_  
Address, City, State                      Zip                      Telephone                      Email

THE \_\_\_\_\_ OF \_\_\_\_\_  
Title of Officer(s)                      Name of Company

BEING DULY SWORN, DEPOSE(S) AND SAY(S) THAT \_\_\_\_\_  
I/We/It

\_\_\_\_\_ RECORDED LAND CONTRACT PURCHASER(S) / \_\_\_\_\_ RECORDED DEED HOLDER(S) OF LAND  
FOR WHICH SUBMITTAL HAS BEEN/WILL BE MADE TO THE CITY OF WARREN, MACOMB COUNTY,  
MICHIGAN IN A:

**PETITION FOR HEARING BY THE CITY OF WARREN PLANNING COMMISSION**

FURTHER, THAT \_\_\_\_\_  
Name(s) of Applicant(s)

THE \_\_\_\_\_ OF \_\_\_\_\_  
Title of Officer(s)                      Name of Company

OF \_\_\_\_\_  
Address, City, State                      Zip                      Telephone

IS/ARE MY/OUR DESIGNATED REPRESENTATIVE(S) IN THE PROCESSING OF SAID PETITION.

SIGNED \_\_\_\_\_

SIGNED \_\_\_\_\_

STATE OF MICHIGAN  
COUNTY OF \_\_\_\_\_

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_, BEFORE ME PERSONALLY CAME  
\_\_\_\_\_, TO ME KNOWN TO BE THE INDIVIDUAL(S) NAMED IN  
AND WHO EXECUTED THE FOREGOING AFFIDAVIT, FOR THE PURPOSE AS STATED, AND  
ACKNOWLEDGED THAT HE/SHE/THEY DID SO OF HIS/HER/THEIR OWN FREE WILL AND DEED.

\_\_\_\_\_  
NOTARY PUBLIC, \_\_\_\_\_ COUNTY, MICHIGAN  
MY COMMISSION EXPIRES: \_\_\_\_\_

**NOTICE TO OWNER**

**IF A REPRESENTATIVE APPEARS ON YOUR BEHALF, THE REPRESENTATIVE/APPLICANT SHALL  
CONTACT THE PLANNING DEPARTMENT BY LETTER OR EMAIL AND MAKE THEMSELVES KNOWN.  
FAILURE TO ANSWER ANY QUESTION FROM THE COMMISSION MAY RESULT IN YOUR REQUEST  
BEING TABLED OR DENIED. IT IS RECOMMENDED THAT YOU APPEAR IN PERSON.**



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# Lot Split and/or Combination Procedure

The lot split and/or combination application shall be valid for a period of one (1) year from the date of submission. If it is not approved and sent to the Assessing Department within the one (1) year time frame, the application will be automatically expired. An extension for a period of up to six (6) months may be granted by the Planning Director if the applicant notifies the Planning Department, in writing, at least sixty (60) days prior to the expiration date.

## Subdivision Lot Split Procedure (creating a new split line for a subdivision lot):

1. The applicant may schedule a meeting with the Planning Staff to conduct a preliminary review of the request in order to identify issues which may arise during the review process. This preliminary meeting is not a requirement.
2. A completed application, including the Affidavit of Ownership of Land, twenty-four (24) copies of the required plans, and the applicable fee must be submitted to the Planning Department.
3. Lot split requests in compliance with the Zoning Ordinance requirements will be placed on a Planning Commission agenda in accordance with the schedule prepared by the Planning Staff. The applicant will receive a notice informing them of the Planning Commission public hearing scheduled for their item. Attendance at the Planning Commission meeting is **mandatory**.
4. The Planning Commission will hold a public hearing and issue their recommendation regarding the request. The applicant will also receive formal correspondence from the Planning Commission Secretary detailing the Planning Commission's recommendation. This recommendation is forwarded to City Council.
5. The applicant will receive a notice informing them of the City Council public hearing scheduled for their item. Attendance at the City Council meeting is **mandatory**.
6. City Council will hold a public hearing and either approve, approve with conditions, or deny the lot split request.
7. If the request is approved, a resolution is filed with the City Clerk. Any conditions applied to City Council's approval of the request must be completed before the City Clerk will record a certified copy of the resolution with the Macomb County Register of Deeds. **Approval of the request will be revoked if the applicant does not complete the conditions imposed by the resolution within one (1) year.**
8. If the request is approved and all of the conditions have been met, the request will be forwarded to the office of the City Clerk to be recorded with the Macomb County Register of Deeds and to the Assessing Department for assignment of a new Parcel Identification Number (P.I.N.).

### **Procedure for Re-establishing a Subdivision Platted Lot Line:**

1. The applicant may schedule a meeting with the Planning Staff to conduct a preliminary review of the request in order to identify issues which may arise during the review process. This preliminary meeting is not a requirement.
2. A completed application, including the Affidavit of Ownership of Land, eight (8) copies of the required plans, and the applicable fee must be submitted to the Planning Department.
3. The Planning Staff will conduct a review of the request and forward a copy to the Assessing Department and the Building Division for their review.
4. The Planning Department will administratively approve, approve with conditions, or deny the request and notify the applicant of the decision no more than sixty (60) days after the submission of a completed application.
5. If the request is approved and all of the conditions have been met, the request will be forwarded to the Assessing Department for assignment of a new Parcel Identification Number (P.I.N.).

### **Acreage Parcel Split Procedure:**

1. The applicant may schedule a meeting with the Planning Staff to conduct a preliminary review of the request in order to identify issues which may arise during the review process. This preliminary meeting is not a requirement.
2. A completed application, including the Affidavit of Ownership of Land, eight (8) copies of the required plans, and the applicable fee must be submitted to the Planning Department.
3. The Planning Staff will conduct a review of the request and forward a copy to the Assessing Department and the Building Division for their review.
4. The Planning Department will administratively approve, approve with conditions, or deny the request and notify the applicant of the decision no more than sixty (60) days after the submission of a completed application.
5. If the request is approved and all of the conditions have been met, the request will be forwarded to the Assessing Department for assignment of a new Parcel Identification Number (P.I.N.).

### **Property Combination Procedure:**

1. The applicant may schedule a meeting with the Planning Staff to conduct a preliminary review of the request in order to identify issues which may arise during the review process. This preliminary meeting is not a requirement.
2. A completed application, including the Affidavit of Ownership of Land, eight (8) copies of the required plans, and the applicable fee must be submitted to the Planning Department.
3. The Planning Staff will conduct a review of the request and forward a copy to the Assessing Department and the Building Division for their review.
4. The Planning Department will administratively approve, approve with conditions, or deny the request and notify the applicant of the decision no more than sixty (60) days after the submission of a completed application.
5. If the request is approved and all of the conditions have been met, the request will be forwarded to the Assessing Department for assignment of a new Parcel Identification Number (P.I.N.).



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# Lot Split and/or Combination Plan Requirements

The survey provided must bear the seal and signature of a professional Land Surveyor licensed by the State of Michigan. Surveys for smaller parcels may be on paper measuring a minimum of 8.5" x 14" and surveys for larger parcels should be provided on a minimum 24" x 36" size paper. The City will not accept surveys with a scale smaller than 1" = 20'. All surveys provided must include the following information:

## A. Title Block

1. Project Name and Address
2. Designer Name and Address
3. Drawing Date
4. North Arrow with Drawing Scale
5. Embossed/Stamped and Signed Seal

## B. Property Description

1. Legal Description (match or update City records)
2. P.I.N. Number(s)
3. Property Lines, Bearings, and Distances
4. Small Location Map
5. Subdivision Platted Easements(s)
6. Cross Access Easement(s)
7. Joint Parking Agreement(s)
8. Radii Encroachment Agreement(s)
9. Joint Driveway Access Easement(s)
10. Drainage Easement(s)
11. 100 and 500-year Flood Plain Boundaries
12. Acreage of proposed earth disturbance

## C. Zoning Ordinance Requirements

1. List all dimensional and use variances granted to the property
2. Provide setbacks for all structures, impermeable and permeable parking areas, storage areas, etc. (measured to property lines)
3. Site Data Chart must contain the following:
  - a. Use (both existing and proposed)
  - b. Zoning District(s) and setbacks (required, existing, and proposed)
  - c. Site area (square footage or acreage)
  - d. Area of existing structure(s)
  - e. Area of proposed structure(s)
  - f. Gross structure area
  - g. Structure height
  - h. Open storage area
  - i. Outdoor sales area
  - j. Parking requirements for use
  - k. Existing parking area(s)
  - l. Proposed parking area(s)
  - m. International Building and Fire Code
  - n. Michigan Building Code (use group)
  - o. Acreage of proposed earth disturbance

#### **D. Structures (dimensioned)**

1. Principal Structure(s)
2. Accessory Structure(s)
3. Trash Enclosure(s)
4. Greenbelt(s), Fence(s), Wall(s), Earthen Berm(s)
5. Utility Pole(s), Fire Hydrant(s), Manhole(s)
6. Signage
7. Flood Plain Floor Elevations
8. Storage Area(s)
9. Proposed areas for storm water treatment and detention facilities (if applicable)
10. All trees having a minimum caliper of three (3) inches in diameter
11. All existing natural vegetation features

#### **E. Impermeable Surface Areas (dimensioned)**

1. Parking Area(s)
2. Driveway(s) (twenty-six (26) foot minimum)
3. Concrete Curbing
4. Concrete Strips
5. Bumper Curbs
6. Public/Private Sidewalk(s)
7. Roof Area (all structures)

#### **F. Parking Areas and Circulation (dimensioned)**

1. Parking Area(s)
2. Barrier-Free Parking Space(s)
3. Loading Zone(s)
4. Maneuvering Lane(s)
5. Vehicle Circulation Arrows

#### **G. Abutting Properties (within fifty (50) feet)**

1. Zoning District(s)
2. Structure(s) and uses of close proximity
3. Driveway(s)
4. Sidewalk(s)
5. Parking Area(s)
6. Greenbelt(s), Fence(s), Wall(s), Earthen Berm(s)

#### **H. Public/Private Streets and Roads (dimensioned)**

1. Name and Class (thoroughfare, collector, residential)
2. Defined Centerline
3. Existing and Planned Right-of-Ways
4. Public Alley(s), Walkway(s), etc.