



**CITY OF WARREN
PLANNING COMMISSION**

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 |
| ☐ Acreage Parcel Split | \$500.00 |
| ☐ Lot Combination | \$350.00 |
| ☐ Re-Establishing a Subdivision Plat Line | \$500.00 |

(Application effective 3-28-25) (Fees effective 3-25-25)

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

**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 shall 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 "Lot Split and/or Combination Procedure", "Property Survey Specifications", and "Property Survey Requirements" sections. We suggest the applicant provide a copy of the "Property Survey Specifications" and "Property Survey Requirements" sections to the licensed professional who will be preparing the required property survey. Failure to include the required information on the submitted property survey may result in a delay of the review and approval process.
3. The Affidavit of Ownership of Land shall be completed and submitted with the application packet.
4. 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 (or Planning Commission, if applicable) if the applicant notifies the Planning Department, in writing, at least sixty (60) days prior to the expiration date.

LOT SPLIT AND/OR COMBINATION CHECK OFF LIST

As you, the applicant, 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. If the owner is different from the applicant, signatures from the owner and applicant are required on the affidavit.
- ☐ The property owner shall be listed on the application and Affidavit of Ownership of Land. If the owner is a business or LLC, a person's contact name is required in addition to the company name.
- ☐ For communication purposes, provide phone numbers and email addresses for each person listed on the application.
- ☐ For Subdivision Lot Splits, the Additional Authorized Contact(s) form shall be completed and signed only if someone other than the owner, professional, or applicant is being authorized as an additional contact on the project.
- ☐ Submit a check payable to the *City of Warren* for the applicable fee as stated on the application.
- ☐ For Subdivision Lot Splits, submit a Letter of Intent containing a detailed description of the project.
- ☐ For Subdivision Lot Splits, submit twenty-four (24) individual copies of property surveys that are signed, sealed, and certified by a professional Land Surveyor licensed by the State of Michigan. The professional listed on the application shall match the signature and seal on the property survey.
- ☐ For Lot Combinations, Acreage Parcel Splits, and Re-Establishing Subdivision Plat Lines, submit ten (10) individual copies of property surveys that are signed, sealed, and certified by a professional Land Surveyor licensed by the State of Michigan. The professional listed on the application shall match the signature and seal on the property survey.
- ☐ Submit a USB containing the current and proposed property legal descriptions in Word format, along with an electronic PDF version of the property survey submitted.
- ☐ For Subdivision Lot Splits and Acreage Parcel Splits, provide a site data chart on the property survey.
- ☐ Provide a small location map on the property survey.

NOTES:

- * **If the property has any delinquent taxes, your application packet will not be accepted.**
- * **If there are any taxes owing (current or delinquent), your lot split and/or combination cannot be completed until they are paid in full.**

Signature of Applicant: _____ Date: _____
(Signature required or the application packet will not be accepted)

Employee Only (please initial): _____

1. Verify all items have been completed and checked off.
2. Stamp the application and all property surveys as received.
3. Make a copy of the check.
4. For Subdivision Lot Splits, let the applicant know the Planning Commission meeting date.
5. For Subdivision Lot Splits, put a brief description on the agenda.



AFFIDAVIT OF OWNERSHIP OF LAND

I, _____,
Name of Individual (Owner)

THE _____ OF _____
Title of Officer Name of Company (Owner)

Address, City, State Zip Telephone Email

BEING DULY SWORN, DEPOSE(S) AND SAY(S) THAT _____
Name of Company (Owner)

_____ RECORDED DEED HOLDER / _____ RECORDED LAND CONTRACT PURCHASER 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 of Individual (Applicant)

THE _____ OF _____
Title of Officer Name of Company (Applicant)

Address, City, State Zip Telephone Email

IS MY DESIGNATED REPRESENTATIVE IN THE PROCESSING OF SAID PETITION.

SIGNED _____
Signature of Owner

SIGNED _____
Signature of Applicant

STATE OF MICHIGAN
COUNTY OF _____

ON THIS _____ DAY OF _____, 20_____, BEFORE ME PERSONALLY CAME
_____, TO ME
KNOWN TO BE THE INDIVIDUAL(S) NAMED HEREIN 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 ANOTHER REPRESENTATIVE APPEARS ON YOUR BEHALF, THE REPRESENTATIVE SHALL
CONTACT THE PLANNING DEPARTMENT BY LETTER OR EMAIL AND MAKE THEMSELVES KNOWN.
FAILURE TO ANSWER ANY QUESTIONS FROM THE PLANNING COMMISSION MAY RESULT IN YOUR
REQUEST BEING POSTPONED OR DENIED. IT IS RECOMMENDED THAT YOU APPEAR IN PERSON.



ADDITIONAL AUTHORIZED CONTACT(S)

(for Subdivision Lot Splits, if applicable)

NOTE: This form only needs to be completed and signed if someone other than the owner, professional, or applicant is being authorized as an additional contact on the project.

Date: _____

RE: Address: _____
Brief project description: _____

To whom it may concern:

I, _____ (applicant), the _____ (title)
of _____ (company name), do hereby authorize
the following person/people to act as an additional contact(s) for the above-referenced project:

Name: _____
Company Name: _____
Company Address: _____

Phone Number: _____
Email Address: _____

Name: _____
Company Name: _____
Company Address: _____

Phone Number: _____
Email Address: _____

Name: _____
Company Name: _____
Company Address: _____

Phone Number: _____
Email Address: _____

If you need any additional information, I can be reached by phone at _____ or email
at _____.

Sincerely,

Signature of Applicant



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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 (or Planning Commission, if applicable) 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, check off list, Affidavit of Ownership of Land, Letter of Intent, twenty-four (24) individual copies of the required property surveys, and the applicable fee shall be submitted to the Planning Department. **In addition to the required hard copy documents, an electronic PDF version of the property survey, along with a Word version of the current and proposed legal descriptions, shall be included with all submittals.**
3. Subdivision lot split requests 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 subdivision lot split request. The applicant will 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 subdivision 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 shall be completed before the City Clerk will record a certified copy of the resolution with the Macomb County Register of Deeds. **Approval of the subdivision lot split 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, all taxes have been paid, and all 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 new Parcel Identification Numbers (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, check off list, Affidavit of Ownership of Land, ten (10) individual copies of the required property surveys, and the applicable fee shall be submitted to the Planning Department. **In addition to the required hard copy documents, an electronic PDF version of the property survey, along with a Word version of the current and proposed legal descriptions, shall be included with all submittals.**
3. The Planning Staff will conduct a review of the request and forward a copy to various City departments and utility companies 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 submission of the completed application.
5. If the request is approved, all taxes have been paid, and all conditions have been met, the request will be forwarded to the Assessing Department for assignment of new Parcel Identification Numbers (P.I.N.).

Lot 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, check off list, Affidavit of Ownership of Land, ten (10) individual copies of the required property surveys, and the applicable fee shall be submitted to the Planning Department. **In addition to the required hard copy documents, an electronic PDF version of the property survey, along with a Word version of the current and proposed legal descriptions, shall be included with all submittals.**
3. The Planning Staff will conduct a review of the request and forward a copy to various City departments and utility companies 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 submission of the completed application.
5. If the request is approved, all taxes have been paid, and all conditions have been met, the request will be forwarded to the Assessing Department for assignment of a new Parcel Identification Number (P.I.N.).

Re-Establishing a Subdivision Plat Line 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, check off list, Affidavit of Ownership of Land, ten (10) individual copies of the required property surveys, and the applicable fee shall be submitted to the Planning Department. **In addition to the required hard copy documents, an electronic PDF version of the property survey, along with a Word version of the current and proposed legal descriptions, shall be included with all submittals.**
3. The Planning Staff will conduct a review of the request and forward a copy to various City departments and utility companies 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 submission of the completed application.
5. If the request is approved, all taxes have been paid, and all conditions have been met, the request will be forwarded to the Assessing Department for assignment of new Parcel Identification Numbers (P.I.N.).



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Property Survey Specifications

PROPERTY SURVEY SPECIFICATIONS

A property survey indicating requirements A through G below, signed, sealed, and certified by a professional Land Surveyor licensed by the State of Michigan, shall be provided. An accurate property survey ensures the development presented is as it exists. A property survey will also enable your professional to provide you with a higher quality product.

The property survey needs to clearly and correctly indicate the following:

- A.** A correct depiction of the property lines, bearings, and distances of the subject property;
- B.** The legal owner(s), address, parcel number, legal description, and applicant/representative;
- C.** Platted underlying subdivision lines (grayscale), cross access, joint driveway access, and utility and drainage easements;
- D.** Joint parking and radii encroachment agreements;
- E.** Features, structures, irons, and improvements on, under, or above the surface of the property;
- F.** Contour lines for elevations may be required depending upon site location; and
- G.** Surveyor's Certification stating the following, or similar language as determined by the surveyor:

SURVEYOR'S CERTIFICATION

I hereby certify that I have surveyed the property herein described. The elevations shown hereon are based on a field survey and the drawing hereon delineated is a correct representation of the same. I have complied with the survey requirements of Sec. 3 of Public Act 132 of 1970, as amended.



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Property Survey Requirements

A property survey, signed, sealed, and certified by a professional Land Surveyor licensed by the State of Michigan, shall be provided. Property surveys for smaller parcels may be provided on a minimum 8.5" x 14" size paper. Property surveys for larger parcels shall be provided on a minimum 24" x 36" size paper. The City will not accept property surveys with a scale smaller than 1" = 20'. All property surveys provided shall 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 Easement(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 shall 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
 - p. ADA Code (name)

D. Structures (dimensioned on the property survey)

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 stormwater 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 on the property survey)

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 on the property survey)

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 on the property survey)

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