

CITY OF LUNA PIER

APPLICATION TO DIVIDE PLATTED LOTS

The State of Michigan Subdivision Control Act of 1967 (As Amended) and the City of Luna Pier Zoning Regulations prohibit the division of platted City lots without prior approval of the City Council.

INSTRUCTIONS

\$25.00 application fee must be paid **per lot created** when application is made.

PLEASE COMPLETE APPLICATION COMPLETELY AND ATTACH ALL REQUIRED DOCUMENTS TO AVOID DELAY IN REVIEW OF YOUR REQUEST.

- ATTACH THE RESULTING PLOT PLAN OF ALL PROPERTIES AFFECTED BY THE DIVISION AND OR COMBINATION. INCLUDE DIMENSIONS OR RESULTING LOTS, LOCATION OF EASMENTS, ALL BUILDINGS, DRIVEWAYS, AND DISTANCES FROM LOT LINES.
***A PROFESSIONAL SURVEY MAY BE REQUIRED IF DEEMED NECESSARY BY THE ZONING ADMINISTRATOR.**
- NEW LEGAL DESCRIPTIONS FOR ALL LOTS INCLUDED
- CERTIFICATE OF PROOF FROM THE COUNTY TREASURER FOR THE LAST 5 YEARS PRIOR TO APPLICATION THAT ALL DUE AND PAYABLE TAXES OR INSTALLMENTS OF SPECIAL ASSESSMENT PERTAINING TO LAND PROPOSED TO BE DIVIDED ARE PAID IN FULL
- **All** Owners signatures (proof of ownership required when ownership is not obvious)
- Mortgage Release if applicable

Office Use Only

Date all items Received _____ By Whom _____

Fees paid \$ _____

Date Returned for more information _____ Signature _____

Comments _____

Date Sent For Approval or Denial _____ Signature _____

Applicant Name _____ Date _____

Applicant Address _____ Phone (____) _____

Proposed Parcel #'s to be divided

_____ Current legal _____

_____ Current legal _____

_____ Current legal _____

Please Note that an approval of any division by City Council does not guarantee the ability to obtain permit necessary for the construction of a structure, and the City is not liable or responsible if such property fails to obtain a permit of any nature, including those related to on-site septic systems. Further, it is the sole responsibility of the landowner to satisfy the requirements of any application for zoning, building, ingress/egress, on site well, and on-site septic systems. The city of Luna Pier is in no manner liable for the denial of any application once the division has been approved.

It is also the owner's responsibility to file new deeds with the proper legal descriptions within 90 days of approval. If not your approval letter will be revoked. Deeds can be filed at the Monroe County Register of Deeds office at 51 South Macomb Street, Monroe, MI 48161.

All approved divisions and combinations will be processed in the following years Assessment Roll.

All Owners
Signatures _____ Date _____

All Owners
Signatures _____ Date _____

All Owners
Signatures _____ Date _____

All Owners
Signatures _____ Date _____

OFFICE USE ONLY:

Parcel # _____

Zoning Official Review

Current zoning _____ Meets Current Zoning Yes/NO

Survey needed Yes/No Date Returned for Survey requirement _____

Approve/Deny Signature _____ Date _____

Additional Comments _____

Treasurer Review

Taxes, County Liens, & Specials paid Yes/No

Signature _____ Date _____

Additional Comments _____

Assessor Review

Prior divisions of lot _____ no more than 4 divisions allowed per platted lot.

All lots in same platted subdivision Yes/No Legal Descriptions attached Y/N

All owners signatures Y/N Evidence of Owners Y/N Fee's Paid Y/N

Mortgage Release if applicable Y/N

APPROVE/DENY Signature _____ Date _____

Additional Comments _____

Date Sent back to applicant for more information _____

Date for City Council Review _____

City Council Action: [] Approve as Submitted [] Denied [] Approved with Conditions.