

**CITY OF LUNA PIER**

4375 Buckeye Street, Luna Pier, MI 48157

734-848-6495

Assessing Department Ext. 204 - Building Department Ext. 202

**Non-Platted**

**APPLICATION**

**Circle which applies:      Land Division or Combination**

City fees:

Application fee of \$50.00 **AND**  
\$25.00 Per New Legal Description

Name of applicant (**please print**) \_\_\_\_\_

Signature of applicant \_\_\_\_\_

Email Address \_\_\_\_\_

Phone number \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Affidavit and Permission to enter for inspections form

**Building Department information needed:**

List of all parcel numbers involved in the division or combination:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide a description of desired outcome: (attach extra pages if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide a site plan and it must include the following if applicable:

- Property lines dimensions and any easements
- All structures, their dimensions and location on property
- Location of septic tank and seepage bed
  
- Current Zoning \_\_\_\_\_
- Number of new parcels \_\_\_\_\_
- Intended Use (Residential, Commercial, etc) \_\_\_\_\_
- Variance
  - Attachment of variance granted by the Zoning Board of Appeals
  - Not applicable

When you have obtained all the information you will then turn it into the Building Department to be reviewed and a decision will be made.

*Building Department only:*

- Approved*
- Denied*

*If denied explain why:*

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Building/Zoning Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_\_

Once approved have applicant complete the next steps and then turn all the information into the Assessing Department.

**Assessing Department Information needed:**

**For Divisions only:**

- You must submit a legal survey with a surveyor's seal showing the parcel to be **divided or combined** with detailed legal description of all parcels being created, including any remainder parcels. Any structures on the property must be indicated on the survey as well as road access/frontage information.
  
  - Applicant must provide a copy of the Deed for the parcel that is to be split. The name on the Deed must match the name of the applicant.
  
  - History of previous divisions
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**The following are needed for all Land Divisions and Combinations**

- Land Division tax certification from Monroe County Treasurer
  
- Special Assessment Certification from City Treasurer
  
- Are there any parcels that are included in a mortgage: Yes or No?

(If Yes, please attach a letter of approval from your mortgage company relating to this request to divide or combine)

***Assessing Department only:***

- Tentatively Approved*
- Denied*

*If denied explain why:*

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Assessing Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

All applications for land division in the City of Luna Pier must be in compliance with the City Land Division Ordinance and any and all other applicable Zoning Ordinances, Michigan Compiled Laws. and with the Land Division Act, P.A. 288 of 1967 as amended by P.A. 591 of 1996 and P.A. 87 of 1997.

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 and/or Surveys with the proper legal descriptions within 90 days of approval.**

If not your approval letter can be revoked. Deeds can be filed at the Monroe County Register of Deeds office at 51 South Macomb Street, Monroe, MI 48161.

You MUST answer all questions and include all required documents, or this will be returned until you can provide all documents and a completed application. The City of Luna Pier cannot make any determination on a land division without full application being made to the city. You may wish to consult with an attorney or planner, engineer, surveyor, or other professional to ascertain compliance with the above-mentioned Public Acts and City Zoning Ordinances in this application.

The completed application with all required attachments shall be submitted to the City Assessor accompanied by the required processing fee and any escrow fees that may apply. Upon completion of the review by the City Assessor, Building Official, Zoning Administrator, and/or any other City Consultant, as may be required (Attorney, Engineer, Planner, etc.), the City Assessor will inform the applicant of the final approval or denial. The City will approve or deny all applications within forty-five (45) from receipt of a completed application.

If the application is approved, the City Assessor will process the division on the next year's assessment roll. The applicant will be supplied with parcel numbers upon request. The descriptions and parcel numbers will be in effect for the following tax year (if division request is in calendar year 2026, the new parcels will not be on the assessment or tax roll until the 2027 assessment and tax year). The City does not prorate or divide tax bills for sales of split or combined property.

If the application is denied, the applicant will receive a letter stating that the application has been denied and it will list the reason(s) for denial. Any person aggrieved by the decision, within 30 days of said decision, may appeal the decision to the governing body designated by the City which shall consider and resolve such appeal by a majority vote of said board at its next regular meeting or session affording sufficient time for a 20-day written notice to the applicant of the time and date of said meeting and appellate hearing. The City and its officers, employees, and designees shall not be liable for approving a land division if building permits for construction on the parcels are subsequently denied because of inadequate water supply, sewage disposal facilities or otherwise.

I understand this is only a parcel division which conveys only certain rights under the Michigan Compiled Law, Land Division act, and local ordinance and does not include any representation or conveyance of rights in any aspect.

# Affidavit and Permissions

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Municipal, County, and State Officials may enter the property for inspections:

I hereby state that statements made above are true, and if found not to be true this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided with this parent parcel division. Further, I agree to give permission for officials of the municipality, county, and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify that the information on the application is correct at a time mutually agreed with the applicant. Finally, I understand this is only a parcel division which conveys only certain rights under the applicable local land division ordinance, and the State Land Division Act (formerly the Subdivision Control Act, P.A. 288 of 1967, as amended (particularly by P.A. 591 of 1996), MCL 560.101 et seq.) and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

Finally, if this division is approved, I understand zoning, local ordinances and State Acts change from time to time, and if changed the division made here must comply with the new requirements (apply for division approval again) unless deeds, or land contracts, representing the approved divisions are recorded with the Register of Deeds within 30 days after preliminary approval is granted.

**All property owners' signature required:** Please attached additional affidavit per signature.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print name)

STATE OF MICHIGAN

(COUNTY OF MONROE)

On this day of \_\_\_\_\_, \_\_\_\_\_ before me personally appeared the above named, known to me to be the person described herein and who executed the foregoing signature.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
County

My Commission expires:  
\_\_\_\_\_