



City of Grosse Pointe Park

APPLICATION TO SPLIT A LOT

FEE: \$300.00 + \$75.00 per new parcel

Date _____

All applications must include the following:

- A. Three (3) copies of a drawing to scale (see note) showing:
 - 1. Current lot boundaries
 - 2. All buildings on existing lot(s)
 - 3. Proposed lot boundaries
 - 4. The following dimensions **MUST** be shown:
 - a. Dimensions of current lot(s)
 - b. Dimensions of proposed lot(s)
 - c. Dimensions of all buildings to lot lines or R.O.W., both current and proposed
 - 5. Street names where lot(s) front

- B. Three (3) copies of complete legal descriptions of properties on a separate sheet, including:
 - 1. Current lot(s) description(s)
 - 2. Proposed lots descriptions

- C. Three (3) copies of a letter to the planning commission, including:
 - 1. The reason for the proposed lot split
 - 2. A brief statement noting the size and uses of other lots in the area, and the effect of the proposed lot split on the area, plus development plans necessitating the split.

- D. Original plus two (2) copies of the pages attached to these instructions.

- E. Proof of Current Taxes are Up to Date and Paid

Note: All documents submitted must be either 8.5' x 11" or 8.5" x 14" on 20lb. white paper, with black printing, and a minimum 10 pt. type size. It is helpful to include a larger (11x17 or 18x24) scale drawing of the plan for office use.

Please provide an electronic file (in pdf format) via email to: building@grossepointepark.org



City of Grosse Pointe Park

PERMISSION TO SPLIT LOT

Wayne County Register of Deeds
400 Monroe
Detroit, MI 48226

Date _____

Dear Sir/Madam:

Permission is hereby granted to _____ of _____

to split the following described property in the City of Grosse Pointe Park,

Michigan: Property Tax ID No: _____

Commonly Known as: _____

Approved

City Manager

Signature of Owner or Agent

Applicant:

Owners name: _____

Mailing address: _____

City: _____ Zip: _____ State: _____

Phone: _____ Email: _____

Agent (if different from owner):

Name: _____

Mailing address: _____

City: _____ Zip: _____ State: _____

Phone: _____ Email: _____

General Location of parcel: _____ between _____ & _____

Current zoning of property: _____

Current use of property: _____

Lot Size	Length	Width	Area (sq.ft.)
Existing Parcel A			
Existing Parcel B			
Proposed Parcel A			
Proposed Parcel B			
Proposed Parcel C			
Proposed Parcel D			