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Mayor

JANICE M. FERENCZ
City Clerk

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City of Southgate

- CITY COUNCIL -

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MEMORANDUM

TO: Whom It May Concern

FROM: Esther Graves, Deputy City Assessor 

RE: Lot Split Process

This correspondence outlines the procedure for lot split as follows:

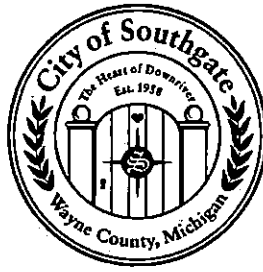
Property owner submits letter of request to split property, a copy of the warranty deed proving ownership, three (3) copies of a survey (per attached ordinance) and the site plan. There shall also not be any delinquent taxes owing on the property. The lot split fee is \$300.00 and checks can be made payable to City of Southgate.

The City Engineer, Building Director and DTE will review submitted documents to determine compliance with local ordinances and state statutes.

Upon approval of all 3 departments, the City Attorney will draft appropriate resolution for action by Council NOTE: this action is only required for lot splits in a platted area.

Should you have any questions, please feel free to contact me at (734) 258-3006

Attachment: Ord. # 477.
Resolution 47-22



City of Southgate
Land Division Application

I, _____ (owner) request that the property identified as

Parcel # _____ be divided per the attached legal descriptions. (Attach copy of deed and survey with proposed legal descriptions). If applicable, indicate the parcel(s) with existing buildings:

Mailing address for each proposed parcel:

Parcel A: _____

Parcel B: _____

Parcel C: _____

Parcel D: _____

Remarks:

Signature of Owner _____

Date _____

Email address: _____

Phone Number: _____



Dear Customer:

The DTE land split application needs to be completed and returned to DTE Electric Company at the address provided on the application.

Please note the required information (A-C) at the bottom of the application.

If DTE Electric Company does not receive the warranty deed, a copy of the survey and the new legal descriptions as shown on your survey, DTE Electric Company will be unable to process your application.

If you have any questions, please contact DTE Electric Company, Southeast Region at 313.235.4443.

Thank you,

DTE Electric Company

LAND SPLIT Service Application



Please complete and return your application to Detroit Edison, at the Regional Center address listed below.

(For DTE Energy to fill in)

Work Order _____

Date Received _____

Return Address:

Allie Ayoub

Allie.ayoub@dteenergy.com

Property Owner Name: _____

Property Owner Email: _____

Current Address: _____ Phone No. _____

Property/Tax I.D. # _____

City/Township/Village: _____

If assigned by municipality:

Address No.: _____ Street Name: _____

Nearest intersection: _____

Subdivision name: _____

NOTE: The legal owner of the property must sign this application, unless the party acting instead of the legal owner has power of attorney or legal guardianship. Please provide proof of such.

Required Information

- a) **Proof of Ownership (Deed or Land Contract – Title insurance does not constitute proof of ownership)**
- b) **Certified Survey of Parent Parcel showing splits**
- c) **Certified Survey with written description of the proposed splits**

NOTE: PLEASE ALLOW 4-6 WEEKS FOR PROCESSING.

Applicant's Signature: _____ Date: _____

THE CITY OF SOUTHGATE ORDAINS:

Section 1. That Part Twelve, Title Four, Chapter 1246, Section 1246.05 (j) of the Southgate City Code shall be amended to provide as follows:

(j) Lot Division or Split.

Generally. No lot or parcel contained in a recorded plat, nor any unplatted lot or parcel, shall be divided into more than four parts. Lots resulting from any such division shall each comply with and conform to at least the minimum area permitted by this Zoning Code, and the other provisions of this section. No building permit shall be issued, nor any building construction commenced, until the land for building sites has been approved by the County Health Department, where applicable. The division of a lot in a recorded plat is prohibited, unless it is approved following application to Council. The division of an unplatted lot, out lot, or parcel of land is prohibited, unless approved by the Building Director, in accordance, to the extent possible, with the provisions of subsections (a) through (m) hereof, the Zoning Code, and the City's plan for future development.

Submittal of lot split/lot combination and fees. Any person desiring a lot split shall submit to the City Assessor a written application therefore, a recorded Deed proving ownership, (if a land contract is involved, we must have written approval from both parties), additionally, three copies of a survey, prepared by a registered engineer or land surveyor, which shows the proposed divisions, depicts the location of any existing buildings, fences, and structures, and includes a proper legal description of each separate lot or parcel proposed and of the lot or parcel to be divided. For a lot combination, the property owner shall submit to the City Assessor a written application therefore, a recorded Deed proving ownership, (if a land contract is involved, we must have written approval from both parties), an accurate and complete description of the parcels to be combined must also be provided. Fees for both splits and combinations shall be set by resolution of the City Council.

Duties of City Assessor. The City Assessor shall review the proposed lot split to determine its compliance with these Subdivision Regulations and with the Subdivision Control Act, and shall submit the proposed lot split for the appropriate approval.

Taxes. No lot or parcel of land shall be split or combined until all taxes and special assessments have been paid. A receipt for payment of same shall be submitted with the proposed lot split/combination application.

(Ord. 477. Passed 5-9-90.)

City of Southgate
County of Wayne, State of Michigan

No. 47-22

RESOLUTION

At a Regular Meeting of the Southgate City Council called to order by Council President Joey Kuspa on April 20, 2022 at 7:00 pm the following resolution was offered:

Moved by Colovos, supported by Rauch,

RESOLVED that the Southgate City Council hereby approves the new lot split / combination fees as follows:

- | | |
|--|-----------|
| • All Lot Splits | \$300.00 |
| • Commercial / Industrial Lot Combinations | \$150.00 |
| • Residential Lot Combinations | no charge |

Motion carried unanimously.

Present: Colovos, Graziani, Farrah, Kuspa, Rauch, Zamecki

Excused: George

I, Janice M. Ferencz, City Clerk of Southgate, do hereby certify that the foregoing is a true, correct and complete copy of a resolution adopted by the Southgate City Council at a regular meeting held on April 20, 2022.

Janice M. Ferencz
City Clerk

cc: Mayor, Finance, Assessor, files