

**City of Farmington Hills, Planning Office**  
**31555 W. Eleven Mile Road**  
**Farmington Hills, MI 48336-1165**  
[www.fhgov.com](http://www.fhgov.com), (248) 871-2540 Fax: (248) 871-2451

**Lot Split**

Lot Split # \_\_\_\_\_ Date: \_\_\_\_\_ Received: \_\_\_\_\_ Fee: \_\_\_\_\_

**DUE DATE:**

*Applications are due to the Planning Office no later than 3:30 p.m. on the 1<sup>st</sup> day of the month, unless the 1<sup>st</sup> falls on a weekend or a holiday observed by the City, in which case they are due to the Planning Office no later than 3:30 p.m. on the following business day.*

**REVIEW PROCESS:**

*The initial review of the application is a mandatory preliminary staff/consultant review for completeness and compliance with all applicable laws and policies. Preliminary review comments shall be provided to the applicant(s) within approximately three (3) weeks following initial application submission. The applicant(s) shall then respond to each preliminary review comment in writing and via revised plans. This process shall repeat until the applicant(s) has addressed all preliminary review comments to the reasonable satisfaction of the City Planner (with input from the City Engineer and Fire Marshal). Once the City Planner finds that all preliminary review comments are addressed, the application shall be placed on the next available Planning Commission regular meeting agenda for consideration. Regular Planning Commission meetings are generally held on the third Thursday of the month.*

*\*\*\*An applicant(s) has no inherent right to placement on a Planning Commission agenda. Applications shall be complete and comply with all applicable laws and policies (or clearly identify the specific laws and/or policies from which relief is sought and describe the nature of the relief sought) prior to placement on the Planning Commission agenda.\*\*\**

**APPLICATION SUBMITTALS AND RESUBMITTALS:**

**REQUIREMENTS FOR SUBMITTALS OR RESUBMITTALS \*FOR MANDATORY PRELIMINARY STAFF/CONSULTANT REVIEW (SEE DESCRIPTION OF REVIEW PROCESS ABOVE):**

- Seven (7) full-size copies of a complete site plan set that includes, at the minimum, all applicable items on the Site Plan Review Checklist attached hereto;
- Seven (7) 11" x 17" copies of a complete site plan set that includes, at the minimum, all applicable items on the Site Plan Review Checklist attached hereto;
- One (1) electronic copy of a complete site plan set that includes, at the minimum, all applicable items on the Site Plan Review Checklist attached hereto sent by email to: [ckettler@fhgov.com](mailto:ckettler@fhgov.com);
- The required review fees provided in the Fee Schedule attached hereto, if applicable;
- One (1) completed copy of this Application for Site Plan Review;
- One (1) completed copy of the Hazardous Substances Reporting Form attached hereto; and
- One (1) copy of a proof of ownership document (e.g., title insurance; purchase agreement; signatures of principal owners involved in corporation, partnership; etc.).

**SITE CHARACTERISTICS**

**A. The property to be split is part of a recorded plat** and located in Section \_\_\_\_\_, having an address of \_\_\_\_\_, and is known as Lot(s) \_\_\_\_\_ of Subdivision, \_\_\_\_\_, Parcel #: 22-23-\_\_\_\_\_.

**B. The property to be split is in acreage**, not part of a recorded plat, and is in Section \_\_\_\_\_, having an address of: \_\_\_\_\_, Total # of acres \_\_\_\_\_.  
Parcel: 22-23-\_\_\_\_\_.

Lot Split # \_\_\_\_\_ Date: \_\_\_\_\_ Received: \_\_\_\_\_, p.2

**THE PROPERTY IS OWNED BY:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I(We) \_\_\_\_\_, being the legal owner of the above reference parcel(s), request the division of said property per the attached survey.

\*Signature of Owner: \_\_\_\_\_ Print name: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ COUNTY, MICHIGAN.

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

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

**APPLICANT:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicants interest in property (if other than the owner).

\*Signature of Applicant: \_\_\_\_\_

**TAX BILLING INFORMATION:**

Please indicate the names and addresses where the tax bills are to be sent for each new parcel created

(1) \_\_\_\_\_

(2) \_\_\_\_\_

**APPLICATION SUBMITTALS AND RESUBMITTALS**

**REQUIREMENTS FOR RESUBMITTAL \*FOR PLANNING COMMISSION REVIEW (SEE DESCRIPTION OF REVIEW PROCESS ABOVE):**

- Eight (8) full-size copies of a complete site plan set that includes, at the minimum, all applicable items on the Site Plan Review Checklist attached hereto;
- Sixteen (16) 11" x 17" copies of a complete site plan set that includes, at the minimum, all applicable items on the Site Plan Review Checklist attached hereto;
- One (1) electronic copy of a complete site plan set that includes, at the minimum, all applicable items on the Site Plan Review Checklist attached hereto sent by email to: [ckettler@fhgov.com](mailto:ckettler@fhgov.com); and
- The required review fees provided in the Fee Schedule attached hereto, if applicable.

**1 IF SUBMITTING FOR PRELIMINARY LAND DIVISION APPROVAL, THE FOLLOWING STATEMENT OF UNDERSTANDING MUST BE SIGNED:**

I the undersigned understand that the submission of a Preliminary Drawing is for the purposes of gaining preliminary approval and shall not constitute the submittal of a final plan. Therefore, the City is not required to grant final approval on this proposal within forty-five (45) days of its submittal.

\*Signature of Petitioner: \_\_\_\_\_

The applicant must submit a final plan meeting all requirements within six months of preliminary approval.

Lot Split # \_\_\_\_\_ Date: \_\_\_\_\_ Received: \_\_\_\_\_, p.3

**DO NOT WRITE BELOW THIS LINE**

---

**\*ENGINEERING OFFICE APPROVAL:**

Approval: Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

**FIRE DEPARTMENT APPROVAL:**

Approval: Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

**ASSESSING OFFICE APPROVAL:**

Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

**PLANNING OFFICE APPROVAL:**

Planning Commission Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

Fees Paid: Yes \_\_\_\_\_ No \_\_\_\_\_

**Yes: \_\_\_\_\_ No: \_\_\_\_\_ Date: \_\_\_\_\_**

Comments: \_\_\_\_\_  
\_\_\_\_\_

**FINAL APPROVAL:**

ALL Ordinance requirements have been met and  
all Planning Commission conditions have been  
complied with:



**City of Farmington Hills**  
**Land Division Plan Review Application Introduction**

**PLEASE READ THE FOLLOWING CAREFULLY:**

Applications for Land Division under Farmington Hills City Code Subdivision of Land, Article VI, Sections 27-101 through 130 may apply under **one** of two options outlined below:

**Option 1) LOT SPLIT APPLICATION PROCESS FOR PRELIMINARY LAND DIVISION APPROVAL AND FINAL LAND DIVISION PLAN APPROVAL:**

**Submission of Preliminary Land Division Plan:** All completed applications shall be submitted to the Planning Office (See Application for Land Division Plan Review and Checklist.) The Planning Office shall forward a copy of the completed application package to the Assessing, Engineering, Fire and City Attorney's Offices for their review.

**Review:** The Planning Commission shall review each application and make one (1) of the following decisions.

1. Preliminary Approval of Lot Split Application. A Final Land Division Plan must be submitted within six months for review for Final Approval.
2. Preliminary Approval of Lot Split Application with conditions, including the requirement of Final Land Division Plan Review for Approval.
3. Denial of Lot Split Application and forward reasons for denial.

The Planning Office shall forward verification of the action of the Planning Commission.

**Submission of a Final Land Division Plan:** The applicant must submit a Final Land Division Plan for Final Review meeting all ordinance requirements within six months of preliminary approval. (See Option 2.)

**Option 2) LOT SPLIT APPLICATION PROCESS FOR FINAL LAND DIVISION APPROVAL:**

**Submission of a Final Land Division Plan:** All completed applications (See Application for Land Division Plan Review and Checklist.) shall be submitted to the Planning Office. The Planning Office shall forward a copy of the completed application package to the Assessing, Engineering, Fire and City Attorney's Offices for their review.

**Review:** The Planning Commission shall review each application and make one (1) of the following decisions.

1. Approval of Lot Split Application
2. Approval of Lot Split Application with conditions.
3. Denial of Lot Split Application and forward reasons for denial.

**Final Review and Recording:** The Planning Office shall review each application following the action of the Planning Commission. Once the Planning Office has received verification from each office of compliance with all ordinance requirements, the application will be forwarded to the Assessor's Office for recording. The Assessor's Office should be contacted directly for information regarding how the split will impact tax billing.

## **LAND DIVISION PLAN REVIEW APPLICATION CHECKLIST**

An optional Preliminary Land Division Plan may be submitted for review by the Planning Commission, prior to a Final Land Division Plan, with the following shown on a scaled drawing of not less than 1"=50':

- ❑ The subject property, including dimensions of all existing and proposed property lines.
- ❑ Location of all existing structures on site and within 50' of the property line.
- ❑ Dimensions between existing structures and the property lines.
- ❑ Existing and proposed roads.\*
- ❑ Existing and proposed easements.\*
- ❑ Approximate locations of wetland, floodplain, wetlands or other natural features which limits the planning of road and structures.

**In addition to the items listed above** the following must be provided on the Land Division Plan submitted for Final Land Division Approval to the Planning Office, in order for the application to be considered complete and eligible for review.

- ❑ Scaled plans at not less than 1"=50' prepared by a registered land surveyor or civil engineer.
- ❑ Legal description of parcel to be divided.
- ❑ Legal description of all resulting parcels.
- ❑ Area of existing and proposed parcels.
- ❑ Width of parcels at the required front setback line.
- ❑ Dimensioned limits within which principal building and accessory buildings shall be confined on each parcel. (ie. Building envelope of property including all adjacent.)
- ❑ Trees 6" DBH (Diameter at Breast Height) or larger shown on the plan, including trees affected by road improvements and off-site utilities.
- ❑ Topography (at not more than 2' contours) extending to the opposite right-of-way of any abutting street or highway and extending at least 50' on to all abutting property\*.
- ❑ Master Grading Plan for each parcel.\*
- ❑ Required drainage improvements.\*
- ❑ Future road right-of-way line.
- ❑ Existing and proposed utilities, including the location of all existing and proposed easements.
- ❑ Existing and proposed sanitary sewer and water main leads.\*
- ❑ Existing sidewalks.\*
- ❑ Fire hydrants existing and proposed.

\* Please refer to Farmington Hills City Code, Chapter 27, Subdivision of Land, Article VI, Sections 101-130 for specific requirements.