

CITY OF LIVONIA
Department of Assessment

MAUREEN MILLER-BROSNAN
MAYOR

LINDA GOSSELIN
Assessor



33000 Civic Center Drive
Livonia, MI 48154-3097
Phone: (734) 466-2220
Fax: (734) 466-2079

MATERIALS REQUIRED FOR PROPERTY SPLIT/COMBINATION

Livonia Code of Ordinance Section 16.32 and the Michigan Land Division Act

1. LETTER OF APPLICATION TO THE ASSESSOR

Show name, address and telephone number of both the Owner and the Petitioner

2. PROOF OF OWNERSHIP (WHEN OWNERSHIP IS NOT OBVIOUS)

Copy of recorded deed or title insurance policy. Land Contract purchaser must furnish letter of permission and proof of ownership from owner.

3. TAXES ON ALL INCLUDED PROPERTIES MUST BE PAID UP TO DATE

If taxes were paid after the due date at Wayne County, please furnish copies of the paid receipts.

4. RESIDENTIAL APPLICATION FEE:

- a. Partition or combination into one 1 or 2 parts..... \$ 50.00
- b. Partition or combination into one or 3 parts..... \$ 100.00
- c. Partition or combination into one or 4 parts..... \$ 175.00

COMMERCIAL / INDUSTRIAL APPLICATION FEE:

- a. Partition or combination involving 2 parts..... \$ 125.00
- b. Partition or combination involving more than 2 parts..... \$ 200.00

If Council action is necessary for any of the above divisions or partitions, an additional \$250.00 fee will be charged to the applicant.

5. DETROIT EDISON LAND SPLIT APPLICATION

Petitioner is responsible to submit the attached application and required information to DTE

6. SURVEY BY REGISTERED CIVIL ENGINEER OR LAND SURVEYOR

Six copies if Council action is not required. Twenty-three (23) copies if Council action is required. Must be drawn to a scale in the range of between 1" = 30 ft. and 1" = 200 ft and **MUST** contain the following information:

- a. Names and addresses of the owner, sub-divider or petitioner, and engineer.
- b. Date, north arrow and scale, written and graphic.
- c. Boundary lines and acreage of tract to be divided or partitioned.
- d. Items numbers of abutting or adjacent property.
- e. Street names, rights-of-ways and roadway widths of all existing and proposed streets within and adjacent to the proposed lot partition or division.
- f. Proposed and existing storm and sanitary sewers and watermains.
- g. All existing structures and other physical features which would influence the layout and design of the lot division or partition.
- h. Location, width and purpose of easements.
- i. Lot lines and lot numbers.
- j. Location of **BUILDING IN RELATIONSHIP TO LOT LINES EXISTING AND PROPOSED.**
- k. Legal descriptions of each parcel proposed
- l. Such other requirements as the City Assessor deems reasonably necessary.

The reports and recommendations of the Planning Department, Engineering, and the Inspection Department shall be required in connection with all applications for lot divisions or partition.

No lot division or partition shall be approved unless the same complies with the City's ordinances and requirements except to the extent that a deviation or variation of such requirements and provisions is authorized.

In case of a denial by the City Assessor, the applicant may petition the City Council for the approval of such division or combination of land according to the Livonia Code of Ordinance as Amended, **WHICH NOW READS:**

**CITY OF LIVONIA
NO. 2604**

AN ORDINANCE AMENDING SECTIONS 060, 070 AND 110 OF TITLE 16, CHAPTER 32 (LOT PARTITION) OF THE LIVONIA CODE OF ORDINANCES, AS AMENDED.

THE CITY OF LIVONIA ORDAINS:

Section 1. Sections 060, 070 and 110 of Title 16, Chapter 32 of the Livonia Code of Ordinances, as amended, are hereby amended to read as follows:

16.32.060 Division or partition into more than two parts. The applicant shall submit an instrument, or instruments as the case may be, in form and effect as provided in Section 16.32.050, to the City Council for its review and approval. At least seven (7) days prior to the date of the City Council meeting, the applicant shall erect a four foot (4' X 4'), two (2) sided sign on the property proposed to be divided or partitioned containing the following information:

- A. At the top of the sign the following words shall appear: "This property is proposed to be divided into parts."
- B. The name and the address of the applicant.
- C. "This application for property division will be the subject of a City Council Meeting."
- D. "For the date of the Council meeting, call the City Clerk at (734) 466-2230."

The sign shall remain up until the application process is completed and shall thereafter be removed by the applicant within ten (10) days; provided, however, that when the subject property has frontage on two (2) streets or roads then two (2) signs, one for each street or road, shall be required; and it shall be further required that all sign(s) shall be erected in a location one (1) foot behind the right-of-way line perpendicular to the adjoining street(s) and readily visible to passerby at all times required herein.



LAND SPLIT APPLICATION

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

Work Order _____
(for DTE Energy to complete)

Date Received:

Return Address:

Kyra Froelich – Right of Way Facilitator
DTE Energy Engineering, Planning and Design – SW Region
Office Phone Number: 734-308-3499 | Email: kyra.froelich@dteenergy.com

To be Completed by Customer

Property Owner’s Name: _____

Current Address: _____

Daytime Phone Number: _____ Email Address: _____

Name of person to be contacted, in case of questions: _____

Contact Person - Phone Number and Email Address: _____

Municipal Contact Person’s Information:

Name and Title: _____

Phone Number: _____ Email Address: _____

Property/Tax I.D. #: _____

City/Township/Village: _____

If assigned by municipality:
Address Number: _____ 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** Title Insurance Policy (Title Commitment Policy is *not* acceptable), **Recorded Deed, Recorded Land Contract** – with Owner’s **Recorded Deed**.
- b) **Certified Land Survey** of Parent Parcel showing splits (Child Parcels). Survey ***must*** include a written Legal Description of both the Parent Parcel, ***and*** the proposed splits (Child Parcels).

NOTE: PLEASE ALLOW 4–6 WEEKS FOR PROCESSING

Applicant's Signature: _____ Date: _____