



To divide a parcel of property within the City of Hamtramck, an applicant must submit eighteen (18) copies of the Lot Split Application and the necessary documents listed below (blueprints folded to a size of 10" x 12") to the Community & Economic Development Department at least twenty-one (21) days prior to the next regularly scheduled Plan Commission meeting.





3401 Evaline Avenue, Hamtramck, Michigan 48212  
 Phone: 313.870.0355 Fax: 313.876.7771

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Office Use Only:**

Case Number: \_\_\_\_\_ Total Fees Paid: \_\_\_\_\_

Planning File Number: \_\_\_\_\_ Authorization: \_\_\_\_\_

**I. IDENTIFICATION**

**APPLICANT:** Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**II. PROPERTY**

Address of Property to be Split: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Zoning District: \_\_\_\_\_

**III. SUPPLEMENTAL MATERIALS REQUIRED**

	Provided	Not Provided	N/A
1. Completed Application Form			
2. A land survey prepared by a Registered Land Surveyor or Engineer in the State of Michigan.			
3. Legal description(s) of the current and resulting parcels.			
4. A copy of the most recent tax bill pertaining to the parcel.			
5. A drawing of the parcel as it exists prior to the proposed division.			
6. A drawing of the parcel as it will appear following the proposed division, including:			
a. North arrow, date and scale			
b. Existing / proposed lot lines / dimensions			

c. Existing utilities / drainage courses within 50' of the lot(s) to be split.			
d. Location / dimensions of the existing / proposed easements, lot numbers, roadways and lot irons.			
e. Existing structures on the proposed lot(s) and all structures within 50' of the proposed lot lines.			
f. Zoning classification of the lot(s) to be split and all abutting lots.			
g. All required front, rear and side yard setbacks resulting from the requested split.			
h. Topographic information if required by the City Manager to determine grade drainage / stormwater design.			
7. A copy of all existing / proposed restrictions or covenants that apply to the land.			
8. The person to whom all correspondence concerning the division is to be directed, with specific designation of the person acting as the agent for all the other owners.			
9. Description of the Proposed Use			

**IV. PLANNING COMMISSION ACTION – OFFICE USE ONLY**

Approved:

Not Approved:

Plan Commission Chairperson's Signature:

**V. PROPERTY OWNER'S SIGNATURE – AFTER PLAN COMMISSION APPROVAL**

Applicant's Signature:

Date: