



# Parcel Splits and/or Combination Requests

## Planning Commission

### A Step-By-Step Guide



Requests for parcel splits can only be approved if the request meets the requirements of the Zoning Ordinance. The resulting split cannot create a parcel that does not meet the minimum dimensional requirements for the district (street frontage and parcel area). If there are structures on the parcel they must meet the side yard and/or rear yard setback as applicable.

***It is the owner’s responsibility to verify that there are no issues/objections to the request by any persons, firms or corporations having a legal or equitable interest in the land. The City does not conduct a title search for the property.***



Planning & Zoning, City Hall  
 70 Maple Street  
 Manistee, MI 49660  
 231.398.2805 (phone)  
 231.723.1546 (fax)

## Parcel Split and/or Combination Request Form

Please Print

Parcel Combination Requirements		
<p>Any Split of a Parcel within the City of Manistee requires review and approval of the Planning Commission and City Council. Even if the Parcel contains platted lots approval is <b>still</b> required. Requests are reviewed for compliance with the Zoning Ordinance. If a request meets all of the requirements of the Zoning Ordinance it will be forwarded to the City Planning Commission. The Planning Commission reviews the request and makes recommendation to the City Council. Notification will be mailed to applicants regarding City Council's determination. Requests must include the <b>fee of \$100.00 for the first split and \$50.00 for each additional split</b>. Incomplete requests will be returned to the applicant. <i>Must be submitted 15 days prior to the Planning Commission meeting to be placed on the agenda. <b>The City does not conduct a title search for the property.</b></i></p>		
<p>To update their property taxes the property owner should send a copy of the determination to:            County Equalization Department            415 Third Street            Manistee, MI 49660</p>		
<p>If the parcel involves a principal residence or homestead it is up to the applicant to notify the City Assessor at (231) 398-2802 to update their Homestead Exemption.</p>		
Property Information		
Address:	Parcel #	
Applicant Information		
Name of Owner:		
Address:		
Phone #:	Cell#:	e-mail:
Project Information		
Reason for Request:		
Site Plan Requirements		
<p>The applicant is responsible to provide a survey and legal descriptions of the proposed parcels (unless waived by the Zoning Administrator). If buildings or structures are located on a parcel a site plan showing set-backs is required. Requests are reviewed for compliance with the Zoning Ordinance. <b>The Zoning Administrator reserves the right to require additional information necessary to meet the requirements of the Zoning Ordinance.</b></p>		
Authorization		
<p>By signing the application the applicant is authorizing City Staff or Planning Commissioners permission to make site inspections as necessary. The undersigned affirms that the information included in this application is correct.</p>		
Signature: _____		Date: _____
Signature: _____		Date: _____
<input type="checkbox"/> Fee of \$100.00 for the first split and \$50.00 for each additional split enclosed and Site Plan for project attached (permit cannot be issued without site plan)		
Office Use Only		
Fee: <input type="checkbox"/> \$	Receipt #	
Notes:		
Signature: _____		Date: _____