

Parcel Combination Requests Planning and Zoning Department A Step-By-Step Guide



- INTRODUCTORY MEETING WITH PLANNING STAFF Staff will assist the applicant by explaining the combination process and provide site information, review the application and determine if a survey is required.
- SUBMISSION OF APPLICATION Applicant will submit request to the Zoning Administrator for review. Fee must be received before any requests are processed.
 - APPLICATION/SITE PLAN IS <u>INCOMPLETE</u> Staff will prepare a notice of findings/corrections that will be sent to the applicant or review in person.
 - APPLICANT SUBMITS REVISIONS Staff reviews for completeness.
- ZONING ADMINISTRATOR APPROVAL Staff will prepare a letter to the County Equalization Department that authorized the request for parcel combination. A copy of the letter and supporting documentation will be sent to the applicant and the City Assessor.
- **EQUALIZATION DEPARTMENT** The County Equalization Department processes the request and it will be processed for the <u>next year's tax roll.</u>

Parcels cannot be combined if it results in more than one principle residential structure.

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 395 Third Street Manistee, MI 49660 231.723.6041 (phone) 231.398.3526 (fax)

Parcel Combination Request Form

Please Print

Parcel Combination Requirements

Any Combination of Parcels within the City of Manistee requires approval of the Zoning Administrator. Requests are

reviewed for compliance with the Zoning Ordinance. If a request meets all the requirements the Zoning Administrator will approve it. Incomplete requests will be returned to the applicant for completion. The City does not conduct a title search for the property. 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 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. **Property Information** Address: Parcel # Address: Parcel # Address: Parcel # **Applicant Information** Name of Owner: Address: Phone #: Cell#: e-mail: Project Information – Reason for Request **Site Plan Requirements** Applicant is to attach a sketch or site plan of all parcels involved in the request and furnish a legal description for the new parcel. The Zoning Administrator reserves the right to require a survey and legal description for the new parcel. Authorization By signing the application the applicant is authorizing City Staff permission to make site inspections as necessary. The undersigned affirms that the information included in this application is correct. Signature: _____ Date: _____ ☐ \$50.00 Fee enclosed and Site Plan for project attached (permit cannot be issued without site plan) Office Use Only Fee: \$50.00 Receipt # Notes: Signature: Date: