



LOT SPLIT PROCESS IN GARDEN CITY

Applications may be obtained from the Tax Dept. page located on the City Website at www.gardencitymi.org or from the Tax Dept. located in City Hall.

The following process shall govern all lot split applications in Garden City:

- Complete application to include the following in triplicate and submit with fees to the City Assessor: (see application for current fees)
 - A legal survey of the parcel
 - A plot plans illustrating the dimensions of the resultant lots
 - Proof of Ownership or interest in the property (Title or Deed) and Title Insurance Policy or Commitment for Title Insurance.
- Once the City Assessor determines the application is complete, the following City Departments shall review the application and its documents for compliance with Federal, State, and Local guidelines:
 - City Assessor's Office
 - City Attorney's Office
 - Dept. of Community Development
- Reviews shall be forwarded from the reviewing departments to the City Assessor's office. Once all reviews have been received by the Assessor's Office, the Assessor's Office shall determine the application's completeness and readiness for City Council consideration. Should additional information be deemed necessary for review the application shall be placed on a "pending information" status and the applicant shall be notified in writing by mail by the Assessor's Office. The application will remain in that status until the requested information/documentation is received.
- Once the Assessor's Office determines the application is ready for Council review and all fees have been paid, the entire application packet and reviews shall be forwarded to the City Clerk for placement on the next available City Council agenda for consideration.
- City Council may hold a Public Hearing and subsequently consider the Lot Split.

- The City Council may approve, deny (if the proposal fails to meet the standard of the Land Division Act of 1996; notified in writing), or request additional information in regard to the application.

- ***Should the Council approve the split, the following shall occur:***
 - The city Clerk prepares 3 certified copies of the *Extract* of the meeting with the Resolution from Council to approve the split request. The Extract provides the new legal descriptions. This is forwarded to the Assessor's Office.
 - The Assessor's Office will forward this certified copy to the Register of Deeds for recording, sends a certified copy to the owner, and keeps a certified copy in the property file.
 - A copy of the Resolution is sent to the Wayne County Engineering Department requesting that the new descriptions be entered into their system. New parcel numbers are assigned from Wayne County. They may appear as a mid year "courtesy split" on the next available Tax Roll, however they will not appear on an Assessment Roll until the following year after the split. If the owner chooses to have the results as a "courtesy Split" and appear on the next available Tax Roll, there is a \$60.00 per parcel fee. This fee is to be paid at the City and forwarded to Wayne County Engineering along with the request.
 - During this interim time, the property can be described using the **Legal Description** rather than a parcel identification number.

Section 152.107 of the City Ordinance and the Land Division Act of 1996 governs this process.