

Application Fee: \$50.00
Date Paid: _____
Received By: _____
(Make check payable to : City of SaultSte. Marie)



City of Sault Ste. Marie, Michigan

**APPLICATION FOR
LOT SPLIT OR LAND DIVISION**

This application and the required attachments (see below) must be submitted to the City Clerk at least two (2) weeks prior to the scheduled Planning Commission meeting. All owners of the lot or parcel to be split (or divided) must be included on the application as applicant(s) or co-applicant(s). If the lot or parcel to be split (or divided) is to be attached to adjacent lots or parcels, the owners of the affected adjacent land must also be identified as applicant(s) or co-applicant(s). NOTE: The Lot Split or Land Division Process does not change ownership of property. Owner must follow up with deed or other form of transfer.

This Application is for a: Lot Split
 Land Division

NAME OF APPLICANT: * _____

ADDRESS: _____

PHONE: _____

DESCRIPTION OF THE PROPOSED LOT SPLIT OR LAND DIVISION: _____

REASON FOR THE LOT SPLIT OR LAND DIVISION: _____

SIGNATURE

DATE

* IF THERE ARE CO-APPLICANTS, PLEASE LIST AND SIGN BELOW:

NAME

SIGNATURE

Attachments: Please attach copies of deeds (or other proof of ownership showing ownership) of lot or parcel to be split or divided, and adjacent lots (if lot to be split is to be attached to an adjacent lot.) Also attach copies of any surveys of the property.

[For additional information or questions, please contact the City Planning and Development Department:

Telephone 906.632.5782; Fax 906.635.5606]

PDD 09/13/2011