

City of Harbor Springs

160 Zoll Street * Post Office Box 678
Harbor Springs, Michigan 49740-0678
Phone: (231) 526-2104 Fax: (231) 526-6865
www.cityofharborsprings.com

APPLICATION TO SPLIT A LOT

Date _____ Fee Paid _____

All applications must include the following:

- A. Three (3) copies of a drawing to scale (see note) showing:
 1. Current lot boundaries
 2. All buildings on existing lot(s)
 3. Proposed lot boundaries
 4. The following dimensions MUST be shown:
 - a. Dimensions of current lot(s)
 - b. Dimensions of proposed lot(s)
 - c. Dimensions of all buildings on the lot
 - d. Setbacks of all buildings to lot lines or R.O.W., both current and proposed
 5. Street names where lot(s) front
- B. Three (3) copies of complete legal descriptions of properties on a separate sheet, including:
 1. Current lot(s) descriptions(s)
 2. Proposed lots descriptions
- C. Three (3) copies of a letter to the planning commission, including the following:
 1. The reason for the proposed lot split
 2. A brief statement noting the size and uses of other lots in the area, and the effect of the proposed lot split on the area, plus development plans necessitating the split.
- D. Original plus two (2) copies of the pages attached to these instructions.

Note: All documents submitted must be either 8.5' x 11" or 8.5" x 14" on 20 lb. white paper, with black printing, and a minimum 10 pt. type size. It is helpful to include a larger (11x17 or 18x24) scale drawing of the plan for office use.

If possible, an electronic file (in PDF format) should be provided via e-mail to:
citymanager@cityofharborsprings.com

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PERMISSION TO SPLIT LOT

Register of Deeds
Emmet County
200 Division Street
Petoskey, MI 49770

Date _____

Dear Sir/Madam:

Permission is hereby granted to _____ of _____

_____ ,
to split the following described property in the City of Harbor Springs, Michigan:

Property Tax ID No.:

Commonly Known As:

Approved

City Manager

Signature of Owner or Agent

Applicant:

Owner's name _____

Mailing address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

Agent (if different from owner):

Owner's name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

General location of parcel _____

Between _____ and _____

Current zoning of property _____

Current use of property _____

Lot size	Length	Width	Area (sq ft)
Existing Parcel A	_____	_____	_____
Existing Parcel B	_____	_____	_____
Proposed Parcel A	_____	_____	_____
Proposed Parcel B	_____	_____	_____
Proposed Parcel C	_____	_____	_____
Proposed Parcel D	_____	_____	_____