



**City of Ypsilanti
Planning & Development Department**

One South Huron • Ypsilanti, MI 48197
Phone: (734) 483-9646 • Fax: (734) 483-7260
www.cityofypsilanti.com

Non-refundable Fee:
\$50

**PARCEL SPLIT or COMBINATION AND DESCRIPTION CHANGE
APPLICATION**

1. Property

Address(es)
Parcel Number(s)

2. Applicant*

Name		
Address		
City	State	Zip
Phone / Fax	E-Mail	

3. Type of Change:

- Description split (multiple platted parcels split along existing platted lot lines)
- Description combination
- Platted parcel split

4. Is the property vacant? Yes_____ No_____.

If **NO**, attach a professional stake survey indicating proposed lot sizes, building location, setbacks and easements. A survey is also required for splits of platted parcels.

5. Attachment checklist (all are required)

	complete description of the change requested
	copy of deed or other document showing ownership
	approval by the Mortgage Company for splits if the property has an existing mortgage.
	current year paid tax bills

6. Comments

Signature

I hereby attest that the above information is accurate. I am authorized to and grant permission to the City of Ypsilanti staff to be on the subject property for the purposes of evaluating this application.	
Signature:	Date:
Print Name:	

*****FOR OFFICE USE ONLY*****

<i>Intake (Clerk/Treasurer)</i>			
Date	Amount	Cash	Check
Account: 101-4-7210-607-01		Code: 178	
Description of deposit:			
Signature of person receiving deposit:			

<i>Planning</i>	
Zoning comments:	
City Planner/Zoning Admin approval:	Date:

<i>Assessing</i>	
Special Assessment paid?	Current & Prior Taxes Paid?
Assessor approval:	Date:

<i>Application Status</i>		
Approved	Denied	Reason for Denial
<input type="checkbox"/>	<input type="checkbox"/>	