



# City of Flat Rock

25500 Gibraltar Road  
Flat Rock ~ Michigan ~ 48134  
734-782-2463 – Fax 734-782-2488

## PROPERTY SPLIT/COMBINATION REQUEST

<b>Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Parcel ID(s)</b>	

\* Attach additional page(s) if necessary.

This request is to (check all that apply)

\_\_\_\_\_ **SPLIT**

\_\_\_\_\_ **COMBINE**

the above listed parcel(s). I hereby authorize, as owner of the property, the City of Flat Rock to split/combine the contiguous property. If necessary I will submit (3) three original surveys by a professional engineer for approval.

**I understand that a fee of \$55.00 per parcel will be charged for each parcel that is affected prior to the City of Flat Rock processing the split/combination.**

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

Number of Parent (original) Parcels \_\_\_\_\_ x \$55.00 = \$ \_\_\_\_\_

Number of Child (new) Parcels \_\_\_\_\_ x \$55.00 = \_\_\_\_\_

**TOTAL DUE**      \$ \_\_\_\_\_



**Robert A. Ficano**  
County Executive

**GIS SERVICE REQUEST**  
(FOR USE BY WAYNE COUNTY COMMUNITIES)

**Please Check:**

- SPLIT AND/OR COMBINATION
- CONDOMINIUM - NEW MASTER DEED / AMENDMENT
- SUBDIVISION - NEW / RE-PLAT
- GIS MAP UPDATE
- OTHER REQUESTS (PLEASE DESCRIBE):

**COMMUNITY:** \_\_\_\_\_

**YEAR OF CHANGE:**            2013

**PARCEL(S) / PARENTS:** \_\_\_\_\_

**FOR SPLITS AND/OR COMBINATIONS:**

1. ATTACH LEGAL DESCRIPTIONS FOR THE CHILD PARCELS:
2. FOR UNPLATTED PARCELS, PROVIDE SURVEYS OR SKETCHES FOR PARENT(S) & CHILD PARCEL(S).
3. INDICATE THE LOCATION OF ANY BUILDINGS ON CHILDREN.
4. IF ANY PARENT PARCEL HAS A MORTGAGE, PLEASE OBTAIN CONSENT OF MORTGAGEE.
5. IF SPLITTING LAND, PLEASE INDICATE THE NUMBER OF REMAINING SPLITS FOR EACH OF THE CHILD PARCELS, PURSUANT TO THE MICHIGAN LAND DIVISION ACT (PA 591 OF 1996).
6. LIST NAME AND ADDRESS OF OWNER/TAXPAYER FOR EACH CHILD PARCEL.

**FOR CONDOMINIUMS & SUBDIVISIONS:**

PLEASE EXPLAIN THE CHANGES REQUIRED & PROVIDE THE WAYNE COUNTY REGISTER OF DEEDS REGISTRATION # FOR THE SUPPORTING DOCUMENT(S).

**FOR GIS MAP UPDATES & OTHER REQUESTS:** PLEASE CLEARLY EXPLAIN YOUR REQUEST & PROVIDE SUPPORTING DOCUMENTS.

**APPROVALS:**  
**(APPROPRIATE OFFICIALS NEED TO SIGN OFF)**

CITY / TOWNSHIP: \_\_\_\_\_

**PLEASE CERTIFY:**

**(REQUIRED FOR SPLITS & COMBINATIONS)**

1. THE PROPOSED CHANGES CONFORM WITH THE ZONING AND ALL OTHER APPLICABLE REGULATIONS FOR THIS COMMUNITY: \_\_\_\_\_ **(BUILDING/PLANNING OFFICIAL)**
2. PROPERTY TAXES AND ANY SPECIAL ASSESSMENTS, FOR THE CURRENT AND PREVIOUS YEARS, HAVE BEEN PAID IN FULL: \_\_\_\_\_ **(TREASURER)**
3. THE ASSESSOR OR ADMINISTRATOR SIGNING BELOW CERTIFIES THAT:
  - A. EACH RESULTING CHILD PARCEL WILL HAVE ACCESS BY ROAD, ALLEY OR EASEMENT & COMPLIES WITH THE MICHIGAN LAND DIVISION ACT (PA 591 OF 1996).
  - B. THE LEGAL OWNERSHIP OF THE REQUESTED CHILD PARCELS HAS BEEN VERIFIED.
  - C. IF THERE'S A MORTGAGE ON A PARENT PARCEL, THE MORTGAGEE HAS APPROVED THE CHANGE.

**COMMENTS & SPECIAL INSTRUCTIONS:**

THE COMMUNITY WILL REIMBURSE WAYNE COUNTY FOR SERVICES PROVIDED, PURSUANT TO ESTABLISHED FEES.

REQUESTED BY: \_\_\_\_\_  
**(ASSESSOR OR ADMINISTRATOR)**

DATE: \_\_\_\_\_

**REVIEWED BY WAYNE COUNTY A&E:**

**COMMENTS:**

REVIEWED BY: \_\_\_\_\_

JOB # \_\_\_\_\_

CITY OF FLAT ROCK  
WAYNE COUNTY, MICHIGAN

Ordinance No. 395

**AN ORDINANCE TO AMEND THE CODE OF THE CITY OF  
FLAT ROCK BY ADDING SECTIONS 82-129 THROUGH 82-  
133 TO ARTICLE V, CHAPTER 82, OF THE CODE OF THE  
CITY OF FLAT ROCK, TO ESTABLISH FEES FOR THE  
DIVISION AND COMBINATION OF LAND ON THE TAX  
ASSESSMENT ROLL.**

**THE CITY OF FLAT ROCK ORDAINS:**

**SECTION I.** Article V of Chapter 82 of the Code of the City of Flat Rock is hereby amended by adding Sections 82-129 through 82-133 which shall read as follows:

**Sec. 82-129. Fees established.**

A fee shall be paid to the City for the division, split, or combination of a lot, outlot, or other parcel of platted or unplatted real property, including the partitioning or replatting of land as a subdivision or condominium plat, project or development, where separate or different lots, parcels, or units result or are created on the City tax assessment rolls, as provided in Section 82-130.

**Sec. 82-130. Fees.**

A fee of Fifty-five (\$55.00) Dollars shall be paid for each parcel, lot or unit divided or combined, plus an additional Fifty-five (\$55.00) Dollars for each resulting lot, parcel or unit established for tax assessment purposes as the result of the division, split, or combination as provided in Section 82-129. The City Treasurer shall develop a schedule of fees as an example as to the assessment of fees mandated by this section. The fees as provided herein may be modified from time to time by resolution of the City Council.

LAW OFFICES

**GRUNOW  
& ASSOCIATES PLLC**

26342 Gibraltar Road  
Flat Rock, MI 48134-1597

734-782-3277

Fax 734-782-2424

**Sec. 82-131. Payment of Fees.**

The fees required to be paid pursuant to Section 82-129 shall be paid and collected in the following manner:

- A. **Platting or replatting of real property.** Upon the filing of the Final Preliminary Plat for City Council approval. For all Final Preliminary Plats approved upon which fees have not been collected at the time of the enactment of this ordinance, upon filing for approval of the Final Plat.
- B. **Division, split or combination of platted or unplatted lots or parcels .** Upon application made to the Building Department and Assessor's Office.
- C. **Condominium subdivisions.** At the earliest of the following events:
  - 1. Filing of the Master Deed with the Assessor in accordance with MCL §559.173.
  - 2. Upon application to the Flat Rock Planning Commission for site plan approval.

Notwithstanding the foregoing, in the event the Assessor or Treasurer are notified by the Assessment and Equalization Division of the County of Wayne of a land division, split, or combination of a lot, outlot, or other parcel of real property upon which a fee is established pursuant to Section 82-129, the fee shall be due thirty (30) days after the Treasurer has transmitted by first class mail to the last taxpayer of record appearing on the records of the City, itemizing the fees due under Section 82-129.

**Sec. 82-132. Single premise assessment.**

In the event a fee as provided in Section 82-129 is not paid, the lot or parcel shall be assessed the fee in accordance with the procedure for single premise assessments as provided in Section 11.13, Chapter XI of the City Charter.

**Sec. 82-133. Date for the assessment of fees.**

This fees established pursuant to Section 82-129 shall apply for all divisions, splits, and combinations as referenced in this ordinance which occur after December 31, 2004.

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**SECTION II.** That all ordinances or parts of ordinances, Code of the City of Flat Rock, or parts of the Code of the City of Flat Rock, not consistent herewith are hereby repealed.

**SECTION III.** This ordinance shall be published in the News Herald newspaper as required by Charter on the 2nd day of October, 2005, but in no event shall be effective earlier than ten (10) days after enactment.

*Richard C. Jones*

Richard C. Jones, Mayor

*Dennis R. Mowbray as Dana R. Ratz*

Dennis R. Mowbray, City Clerk

*Acting  
Clerk*

I hereby certify that the foregoing is a true copy of the ordinance adopted by the Council of the City of Flat Rock at a meeting thereof on September 19th, 2005, the original of which proceedings is on file in my office.

*Dennis R. Mowbray as Dana R. Ratz*

Dennis R. Mowbray, City Clerk

*Acting  
Clerk*