



City Hall
208 North First Avenue
Alpena, Michigan 49707
www.alpena.mi.us

Land Division Application

Property Owner		Phone
Address	E-mail	
Property Owner – Address 2 (if applicable)		Phone
Address	E-mail	
Location(s) of Property to be Divided (if Different than the Above):		
Parcel #(s) Impacted		Zone(s)
Description of Request		

Required Documents:

1. Survey showing proposed division, road frontage, parcel size, any utilities, and any existing buildings
 - a. Legal descriptions shall be provided for ALL parcels, including remaining parcel.
2. Copies of all applicable deeds proving ownership

Notices & Advisements

- City Staff will notify you confirming the results of your request
- City Staff will provide a copy of the approval to the City's Assessor
- The Assessor will provide necessary information to the County Equalization Office
- Upon approval of this division, the division will be activated on next year's assessment roll. All billings of Tax bills for the CURRENT year will be issued on the parent parcels. The current year ends 12/31. You will be issued new parcel numbers and those will be indicated on the following year's assessment change notice.
- If you receive a Principal Residence Exemption, you **MUST REFILE** on the new number

Applicant's/Property Owner's Signature:

<ul style="list-style-type: none">• I (we) certify that all information on this application, accompanying plans, and attachments are complete and accurate to the best of my (our) knowledge• I (we) authorize the employees and representatives of the City of Alpena to enter and conduct an investigation of the above referenced property if needed	
Property Owner Signature	Date
Property Owner – Address 2 Signature (if applicable)	



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FOR STAFF USE ONLY

Does proposed lot(s) size comply with zoning standards?

☐ Yes ☐ No

Does proposed lot(s) have adequate road frontage?

☐ Yes ☐ No

Does proposed lot(s) have access to water and sanitary sewer services?

☐ Yes ☐ No

Does proposed lot(s) create or increase a non-conformity?

☐ Yes ☐ No

Comments:

Address(es) for new parcel(s): _____

Zoning Administrator

Building Official

City Engineer