



City Use Only:
Submittal Date:
Inspection Date:
Planning Approval Date:

## DESCRIPTION CHANGE APPLICATION

### APPLICATION CHECKLIST

**Completed and Signed Application.**

**Application Fee.**

**Supporting Materials.**

**Lot Split:**

- Survey – Two copies of a drawing and legal description prepared by a registered land surveyor or professional engineer. Drawing must show all structures on the parcel.
- Proof that all taxes and special assessments are paid.
- Proof of ownership, purchase/lease agreement.

**Lot Combination:**

- Proof that all taxes and special assessments are paid.
- Proof of ownership, purchase/lease agreement.



# Application for Description Change

City of Pontiac

Office of Land Use and Strategic Planning

47450 Woodward Ave, Pontiac, MI 48342

T: 248.758.2800

F: 248.758.2827

Property/Project Address: \_\_\_\_\_

Sidwell Number: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use Only

PF Number: \_\_\_\_\_

**Instructions:** Applications for a description change shall be filed with the Office of Land Use and Strategic Planning. Lot Combinations will require a fee of \$500.00 (for 2 lots, plus \$75 for each add. lot) and an administrative review that will be forwarded to Oakland County. Lot Split applications shall be submitted with a \$750.00 fee (per lot created). Incomplete applications will delay the review process.

**Owner (please print or type)**

Name			
Address			
City			
State			
ZIP Code			
Telephone	Main:	Cell:	Fax:
E-Mail			

Please check one:  Combination  
 Split

The subject properties are legally described as follows (include sidwell numbers):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has this parcel/lot been previously requested for a combination or split?  Yes  No

**Additional Requirements** *(failure to comply will negate this request):*

**Lot Splits**

- Survey – required for lot splits (two copies of a drawing and legal description prepared by a registered land surveyor or professional engineer of all parcels created, drawing showing all existing structures on parcel)
- \$750.00 fee
- Attached proof that all taxes and special assessments are paid
- Attach proof of ownership

**Lot Combinations**

- Attach proof that all taxes and special assessments are paid
- Attach proof of ownership
- \$500.00 fee (each additional lot - \$75.00)

**All parties having any ownership on the above described property MUST sign this application**

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Signature of Owner**

*State of Michigan  
County of Oakland*

*On this \_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_, before me personally appeared the above named person, who being duly sworn, stated he/she has read the foregoing application, by him/her signed, and know the contents thereof, and that the same is true of his/her own knowledge, except as to the matters therein stated to be upon information and belief and so as to those matters he/she believes it to be true.*

\_\_\_\_\_  
*Notary Public, Oakland County, Michigan  
My Commission Expires: \_\_\_\_\_*