

City of Highland Park
Community Economic Development
12050 Woodward Avenue
Highland Park, MI 48203



Contact Information
cclyburn@highlandparkmi.gov
(313) 252-0050

Land Division/Combination Application

INSTRUCTIONS: Print or type requested information, check the box of the type of application request. Incomplete applications may delay the processing of your request.

Lot Split: [] **Application Type**

- 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: [] **Application Type**

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

APPLICANT INFORMATION

Name: _____
Company: _____
Address: _____
Phone: _____ Fax: _____
Email Address: _____

PROJECT ARCHITECT/ENGINEER/CONSULTANT

Name: _____
Company: _____
Position/Title: _____
Address: _____
Phone: _____ Fax: _____
Email Address: _____

PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)

Name: _____
Company: _____
Address: _____
Phone: _____ Fax: _____
Email Address: _____

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BRIEF DESCRIPTION OF REQUEST

Parcel #1 (Parcel ID) : _____

Parcel #1 (Legal Description) : _____

Parcel #2 (Parcel ID) : _____

Parcel #2 (Legal Description) : _____

Parcel #3 (Parcel ID) : _____

Parcel #3 (Legal Description) : _____

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Parcel #4 (Parcel ID) : _____

Parcel #4 (Legal Description) : _____

Parcel #5 (Parcel ID) : _____

Parcel #5 (Legal Description) : _____

APPLICANT CERTIFICATION: By signature(s) affixed hereto, I (we) certify that the information contained in this application and accompanying documentation is, to the best of my (our) knowledge, true, accurate, and complete. Furthermore, I (we) hereby authorize the City of Highland Park and its officials, agents, and representatives to enter the property associated with this application for the purpose of conducting necessary site reviews and investigations.

Signature of Applicant: _____ **Date:** _____

Signature of Applicant: _____ **Date:** _____

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WATER DEPARTMENT CERTIFICATION

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for water assessments or other property maintenance charges.

Comments: _____

Signature: _____ Printed Name: _____ Date: _____

TAX & ASSESSMENT CERTIFICATION

By way of a database search, the applicant as listed above does not currently owe monies to the City of Highland Park for property taxes, personal property taxes, other property maintenance charges

Comments: _____

Signature: _____ Printed Name: _____ Date: _____

COMMUNITY & ECONOMIC DEVELOPMENT CERTIFICATION

Comments: PACKAGE READY FOR DEPARTMENTAL REVIEW

Signature: _____ Printed Name: _____ Date: _____



Land Division/Combination Application

ZONING APPLICATION FEE SCHEDULE

Service Description	Planning Services Fee
Board of Zoning Appeals	
Appeal from Administrative Action or Ruling	\$750.00
Use or Dimensional Variance Request	\$750.00
Request for Zoning Code Interpretation	\$750.00
Site Plan Review	
	\$1,000.00
Special Land Use Permits	
Special Land Use Review	\$1,000.00 + 20.00 per acre or fraction thereof
Special Land Use Review with Site Plan Review	\$1,000.00
Zoning Ordinance Text/Rezoning or Map Amendment Hearing	
	\$1,000.00 + \$20.00 per acre or fraction thereof
Planned Unit Development (PUD)	\$1,000.00 + (Site Plan Fee) + (Condominium Review Fee) If Applicable
Preliminary Plat – Tentative Review	\$1,000.00
Preliminary Plat – Final Review	\$800.00
Final Plat	\$600.00
Master Deed or By-Laws	\$500 per document
Zoning Compliance Permits	
Lot Split/Combination	\$250.00 + \$40.00 per Lot
Non-Residential Site Improvements	\$325.00
Single Family Home	\$250.00
All Other (Residential Fences, Accessory Structures, Etc.)	\$175.00
Alley or Street Vacations	\$600.00 + \$35.00 per Abutting Lot
Signs	\$350.00 per sign + \$150.00 for each additional sign on the same site
Fences	\$185.00
Other Reviews	\$500.00 deposit – Hourly rates vary
Revisions – each additional technical review	0.6 x regular fee
Expedited Review	1.5 x regular fee