



Parcel Revision Application

Requirements

Requirements are subject to change without notice. Additional documentation may be requested before acceptance.

Documentation can be submitted in person in suite 130 CAYMC (application will not be reviewed during visit) or by emailing (scanned documentation only, photos will not be accepted) to AssessorsLandRecordsMaintenance@detroitmi.gov.

Requirements for ALL parcel modification requests:

Application Form:

- Parcel Revision Form must be completed and have hand-written signatures (electronic signatures will not be accepted).

Proof of ownership:

- Provide **recorded** deed(s) for all involved properties.

For properties under Land Contract:

- Provide a copy of the **recorded** land contract.
- Land contractor and contractee must both sign the application and provide authorization (See **Signatory Authorization** section below).
- All involved parcels must be under contract. Parcels under contract cannot be combined with parcels that are not.
- Ownership/taxpayer information must be up to date for all parcels. Provide a copy of all Property Transfer Affidavit(s) that have been filed **only within the last 90 days**.

Signatory Authorization:

ALL PARTIES (including mortgagors and lienholders) with interest in any involved parcel **MUST** provide authorization in one of the following ways:

For individual (non-business/organization) owners:

- Provide a copy of owner's identification (driver's license or state ID, for example). **No Resolution of Authority or other authorization document is needed** for the owner to sign the application directly.

For businesses, organizations, governmental units, etc. - one of the following:

- A **NOTARIZED** Resolution of Authority (attached) to authorize a **member of the organization**. Certificate *must explicitly name the representative that will sign the application* on behalf of the company.
- A **NOTARIZED** Power of Attorney to authorize a representative that is **not a member of the organization**.

Other Requirements:

- Parcels must not have any unpaid Property or Personal Property taxes, water bills or property tax liens. All taxes and fees assessed on any involved parcel must remain current until resultant parcels take effect.
- Written approval on official letterhead from mortgagor and/or lienholders must be provided, when applicable.**
- Parcels must not have an open Michigan Tax Tribunal (MTT) case.
- To combine properties purchased from the Detroit Land Bank Authority within the last 5 years with parcels that were not, a 5/50 waiver must be provided. Please contact Detroit Land Bank Client Services at (313)974-6869 or communityrelations@detroitlandbank.org to request waiver(s).
- Parcels must not have a Special Assessment or PILOT (with the exception of NEZ-Hs and DLBA Purchases with waivers)
- Exemption status and type must be consistent for all parcels.
- Resultant parcels subject to Zoning requirements ([Detroit City Code – Chapter 50](#) – Intensity and Dimensional Standards)

Additional Requirements for PARCEL COMBINATIONS ONLY:

- Parcels must be adjacent to be combined, or an approved council resolution for vacation of a public right of way(s) must be provided (can be obtained from Department of Public Works - City Engineering, Room 642).
- Parcels must be under single ownership or qualifying commonly controlled entities (contact LRM for more information).

Additional Requirements for PARCEL DIVISIONS (SPLITS) ONLY:

All divisions are subject to an approval process by the City of Detroit Law Department.

- Land survey showing **current and resultant** parcel(s) and corresponding legal description(s), as well as all building locations. If a building is being divided, survey must show that parcel boundary is along a firewall and a letter from a licensed architect must be provided certifying the firewalls meet the Michigan Building Code for party walls.
- A platted lot may not be split more than four (4) times and resultant parcel(s) must not have a depth to width ratio of more than four (4) to one (1).
- Resultant parcel must have direct access to a public **road** right-of-way. Landlocked parcels will be considered on a case-by-case basis and must include a recorded easement for access.
- A \$5.00 fee is required for each new parcel being created as a result of a division.



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Parcel Revision Form

Request Type * Required * <input type="checkbox"/> Combination <input type="checkbox"/> Split <input type="checkbox"/> Split/Combine							
Primary Property Owner * Required *				Secondary Property Owner			
Name				Name			
Mailing Address				Mailing Address			
City, State, ZIP				City, State, ZIP			
Phone				Phone			
Email				Email			
Third Property Owner				Fourth Property Owner			
Name				Name			
Mailing Address				Mailing Address			
City, State, ZIP				City, State, ZIP			
Phone				Phone			
Email				Email			
Parcel Information * Required *							
For combinations, please check box next to address you would like to retain.							
		Parcel Number	Address (# & Street)			Parcel Number	Address (# & Street)
<input type="checkbox"/>	1			<input type="checkbox"/>	7		
<input type="checkbox"/>	2			<input type="checkbox"/>	8		
<input type="checkbox"/>	3			<input type="checkbox"/>	9		
<input type="checkbox"/>	4			<input type="checkbox"/>	10		
<input type="checkbox"/>	5			<input type="checkbox"/>	11		
<input type="checkbox"/>	6			<input type="checkbox"/>	12		
Affidavit * Required *							

Please read the following statements carefully before signing:

- I understand that there must not be any transfers of ownership while the application is under review.
- I understand that all taxes, fees, and water bills must be paid in full on all involved parcels before division applications are sent to the Law Department for review, and combination applications are processed. Further, I understand that property tax bills may be issued using the parent parcel number(s) and that said bills must be paid timely to avoid issues with processing of the application.
- I understand this parcel revision only conveys certain rights under the applicable local land division ordinance (Chapter 24), the local zoning ordinance (Chapter 50), and the Michigan Land Division Act, and does not include any representation or conveyance of other property rights.
- I understand that the Parcel Revision Application may take up to 45 days to be reviewed.
- I understand that my application must be approved by **December 31st** (Tax Day) to go into effect for the following year.
- I understand that I may be asked for additional documentation for my application to be considered complete and that incomplete applications will be held for one year. After one year, a new application must be filed.

I certify the statements made above are true to the best of my knowledge, and that any incomplete, incorrect, or misleading information will render this application invalid.

Primary Owner Print: _____ Signature _____ Date _____

Secondary Owner Print: _____ Signature _____ Date _____

Third Owner Print: _____ Signature _____ Date _____

Fourth Owner Print: _____ Signature _____ Date _____

Office Use Only	
Revision Year	<u>Office of the Assessor Stamp for Approval</u>
Revision #	
Law Dept. Petition #	
<input type="checkbox"/> This request is to obtain a permit	
Reviewed by:	



Parcel Revision Application

Resolution of Authority

Please note: The individuals named in the following Resolution(s) of Authority will be authorized to act as signatories for the named business(es)/organization(s). The Parcel Revision Form must be signed by the named individual(s).

Business/Organization Name: _____ * Required *

Location of principal office: _____ * Required *

A. Form of Organization * Required *

- Individual(s) – You do not need to complete a Resolution of Authority
- Corporation (complete Sec B-1) Limited Liability Company (complete Sec B-3) Partnership (complete Sec B-4)
- Sole Proprietorship (complete Sec B-2) General Limited

B. Authorization - Complete **ONLY** the Section that matches the business structure checked in Section A. * Required *

1. Corporate Authority.

I, _____ {name of officer not signing petition} Secretary of the above-name Business/Organization, do hereby certify that at a meeting on _____ at which a quorum was present, the Board of Directors of the Corporation duly adopted a resolution, which is in full force and effect and in accordance with the articles of incorporation and by-laws.

Resolved, that the following individual(s), are authorized to execute, deliver, and to take such steps, on behalf of the Corporation, that may be necessary and appropriate in connection with, and in support of any Petition for Parcel Revision request submitted to the City of Detroit:

Name	Title	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Witness my hand on behalf of the Corporation
this ____ day of _____, 20____

Secretary

STATE OF MICHIGAN)
) ss.
COUNTY OF WAYNE)

The foregoing instrument was acknowledged before me on _____, 20____ by _____

Print: _____
Notary Public, _____ County, MI
My commission expires: _____
Acting in County of _____

2. Sole Proprietorship.

If there is **only** one Officer/ Member/ Partner with signing authority, and company is **NOT a Limited Liability Company**, please provide the applicable form documents in support of the Resolution of Authority i.e., current Annual Report/Statement, Certificate of Assumed Name, Certificate of Formation, Articles of Incorporation as filed with the State of Michigan. The signatory for the company must be listed on the submitted document(s). **Limited Liability Companies, even if solely owned, must complete section B-3.**



Parcel Revision Application

3. Limited Liability Company Authority.

I, _____, {name of member not signing petition OR sole member} the undersigned Member of _____ the "Company", hereby certify that the Company is a limited liability company and is duly organized and existing under the laws of the State of Michigan.

Resolved, that _____ {name of member signing petition OR sole member} Member of the Company, is empowered to sign any and all documents, to take such steps on behalf of said Company, that may be necessary and appropriate in connection with, and in support of any Petition for Parcel Revision request submitted to the City of Detroit.

Date _____, 20____

{Signature of Member named in First Blank}

{Title – indicate if Sole Member}

STATE OF MICHIGAN)
) ss.
COUNTY OF WAYNE)

The foregoing instrument was acknowledged before me on _____, 20____ by _____
_____.

Print: _____
Notary Public, _____ County, MI
My commission expires: _____
Acting in County of _____

4. Partnership Authority.

I, _____ {name of member not signing petition or authorized agent} the undersigned General/Limited Partner of _____ the "Partnership", hereby certify that the Partnership is a limited partnership and is duly organized and existing under the laws of the State of Michigan.

Resolved, that _____ {name of member signing petition} Partner of _____, is authorized to sign any and all documents, to take such steps on behalf of the said Partnership, that may be necessary and appropriate in connection with, and in support of any Petition for Parcel Revision request submitted to the City of Detroit.

Date _____, 20____

{Signature of Member names in First Blank}

{Title}

STATE OF MICHIGAN)
) ss.
COUNTY OF WAYNE)

The foregoing instrument was acknowledged before me on _____, 20____ by _____
_____.

Print: _____
Notary Public, _____ County, MI
My commission expires: _____
Acting in County of _____