



Parcel Revision Checklist

Ownership:

- Provide recorded deed(s) for all involved properties.
- Check to ensure all parcels proposed to be combined show the same ownership on City record.

For properties under Land Contract:

- Provide a copy of the recorded land contract.

Eligibility:

- Verify if the proposed resultant parcel(s) meet [Zoning requirements](#) (Detroit City Code – Chapter 50 – Intensity and Dimensional Standards)
- Verify that each proposed resultant parcel has 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.
- Verify that parcels proposed to be combined are contiguous and are not interrupted by a public right-of-way.

Authority of the Applicant:

- Property ownership using a Corporate Authority, Limited Liability Corporation, or Partnership must provide a notarized Resolution of Authority.
- Parcels ownership listing the names of more than one (1) individual must provide a Multiple-Party resolution signed by owners (other than the applicant). Or utilize the Docusign function to send the Signature Page to another owner's email.
 - Please see the Parcel Revisions webpage for resolution templates.

Property Status:

- Verify on the [Wayne County Treasurer webpage](#) that there are no unpaid Property Taxes or fees for previous years.
- Verify that there are no open cases with the Michigan Tax Tribunal for any of the parcels proposed for revision.
- Verify that no parcels have a Special Assessment or PILOT (with the exception of NEZ-Hs and DLBA Purchases with waivers)

For parcels purchased from Detroit Land Bank Authority within the last 5 years:

- 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).

For parcels approved for Non-Profit / Religious Exemption Status:

- Verify that all parcels proposed for revision are approved for exemption.

Splits Only:

- Verify that a land survey showing and describing current and resultant parcel(s), as well as all building locations.
 - If the division line is separating a building the 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.
- Parcels splits require a fee of \$5 (per resultant parcel) to be paid. Visit the [Online Payment Center](#) and submit your payment receipt with you application submission.