

**City of Bloomfield Hills**  
45 East Long Lake Road  
Bloomfield Hills, Michigan 48304  
Phone: (248) 644-1520  
Fax: (248) 644-4813  
[www.bloomfieldhillsmi.net](http://www.bloomfieldhillsmi.net)

**PLANNING COMMISSION - APPLICATION FOR DIVISION OR PARTITION OF LAND**

TO THE APPLICANT:

The information requested on this application is the minimum required under the city's division or partition of land ordinance. You should submit any additional information or materials you believe will assist the planning commission in its review of your proposal.

Chapter 19 of the city code lists the requirements, procedures and possible considerations the planning commission may utilize to decide if a land division should be approved. It is the applicant's responsibility to demonstrate entitlement to a land division.

No division or partitions shall be granted if the division or partition will result in one (1) or more parcels, lots or outlots having a size, width or depth less than the minimum required by the city's zoning ordinance, or will otherwise create a parcel or lot which is not a buildable site, unless there shall also be delivered an affidavit in form legally sufficient for recording to be approved by the city attorney and executed by all owners of the parcel sought to be divided or partitioned to the effect that said resultant parcels which are not buildable sites are to be joined with adjoining parcels or lots and may not be used or developed except in conjunction with said adjoining parcel. Such affidavit shall be recorded as a covenant running with the land and it shall be unlawful to use or develop such parcel except in conjunction with such adjoining parcel in common ownership therewith.

This application should be completed, together with the required documents attached and be signed under oath by the applicant and property owners. Incomplete applications or those submitted without the proper fees, will be returned to the applicant.



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**Planning Commission**

## Division or Partition of Land Application

### 1. Identification

**Applicant** (Must be Owner or provide written authority from Owners attached to this application)

Business Name \_\_\_\_\_  
 Contact Person's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Applicant's relation to property owner \_\_\_\_\_

**Property Owner** (if other than applicant) \_\_\_\_\_

Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Owner of Property Since \_\_\_\_\_

### 2. Property Information

Property Street Address \_\_\_\_\_  
 Permanent Parcel Number \_\_\_\_\_  
 Zoning District \_\_\_\_\_  
 Area \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_  
 Existing Use(s) \_\_\_\_\_  
 Subdivision and Lot Number(s) \_\_\_\_\_  
 Condominium Development Name and Unit Number(s) \_\_\_\_\_

If not part of Subdivision or Condominium Development, include legal description below.

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



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**3. Application Procedure.** The completed site plan, with all elements to be turned in to the City Clerk to commence the review process, shall include all of the following information:

**NOTE: Partial sets will not be accepted for submittal.**

- Completed Site Plan.** A completed site plan including all elements referenced and described in section 6 of this application as required for proposed property development.
- Application Form and Fees.** A completed application form, an application fee and an escrow fee are required with the initial submittal. (Application Fee - \$500.00, Basic Escrow Deposit - \$1500.00. Escrow is subject to increase depending on complexity of the project.)
- Proof of Ownership.** Current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land, i.e., copy of deed. (A copy of the tax bill is **not** sufficient proof of ownership.)
- Copies.** At the time of initial submittal, a complete electronic file of the site plan, landscape plan, elevation drawings, color renderings, completed checklist and application documents must be emailed to [building@bloomfieldhillsmi.net](mailto:building@bloomfieldhillsmi.net). When the application is approved to be placed on an agenda, staff will make contact to request the plan sets for the board and commission members.

NOTE: Submittal on or before the deadline for any given board or commission meeting does not guarantee your petition will be on that agenda. Staff will contact the applicant and property owner when the petition will be set for a hearing date.

I, \_\_\_\_\_ (applicant),  
do hereby swear that the information given herein is true and correct.

Signature of Applicant	Date	Printed Name of Applicant
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Signature of Property Owner (if different)	Date	Printed Name of Property Owner (if different)
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I, \_\_\_\_\_ (property owner), hereby give permission for City of Bloomfield Hills officials, staff, and consultants to go on the property for which the above referenced site plan is proposed for purposes of verifying information provided on the submitted application.



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**4. Proposed Improvement or use and relief**

Describe the improvement or use of the property for which Planning Commission relief is requested:

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**5. Prior Requests**

Have you or a prior owner of your property ever requested Planning Commission relief for this property?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the following information for each request. (If more than one, provide information on an attachment).

Application No.: \_\_\_\_\_  
Date of Hearing: \_\_\_\_\_  
Relief Requested: \_\_\_\_\_  
Result: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Attachment Requirements**

In addition to the fee, 18 copies of all applicable attachments listed below must be completed and submitted to the City. Please check each attachment you have provided:

- \_\_\_\_\_ A plan or drawing of the parcel as it exists and showing the proposed lot division or partition. Such plan shall be drawn to scale by a registered professional engineer or registered land surveyor, and shall also show adjoining property and existing buildings within three hundred (300) feet from the subject property. The plan or drawing shall also show topographic features, floodplains, wetlands or other development constraints known to the applicant.



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\_\_\_\_\_ A copy of all restrictions which apply to or run with the land, including without limitation, easement and deed restrictions. Easements located on a specific portion of a parcel or lot to be split shall be shown on the plan or drawing referenced above. The applicant shall certify by signing this application that the proposed land division or partition will not violate existing deed restrictions.

\_\_\_\_\_ A description of the use to which the owner intends to place each of the resulting parcels.

\_\_\_\_\_ The date and disposition of any previous applications for lot divisions or partitions on all or a portion of the subject parcels.

\_\_\_\_\_ Any restrictions or covenants which the owner intends to place on the resulting parcels should the proposed land division or partition be approved.

\_\_\_\_\_ The person to whom all correspondence and notes concerning the proposed land division or partition should be sent.

\_\_\_\_\_ A written instrument in a form legally sufficient for recording which contains the legal description of the partition or division of each parcel for which partition or division is sought executed by all owners of the property and a policy of title insurance issued by a company doing title work in Oakland County disclosing that the persons or entities executing the written instrument are the owners of the property proposed to be divided or partitioned. In the case of an owner which is not an individual, the representative capacity of the signatory, proof that the signatory possess legal authority to execute said instrument and bind the entity, shall also be provided.

\_\_\_\_\_ Property owner(s) approval (if applicant is not the property owner)

\_\_\_\_\_ Legal description of property (if property not in a subdivision or condominium)

\_\_\_\_\_ Descriptions of any prior Planning Commission applications (if more than one)

\_\_\_\_\_ Letters or statements from neighbors (if applicable)

\_\_\_\_\_ Additional information or materials. Please describe: \_\_\_\_\_

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

## LOT SPLIT / LOT RECONFIGURATION CHECKLIST

### Information included in the materials for Planning Commission Review

- Site Plan
- Legal Descriptions of existing and proposed lots
- Existing Site Conditions noted
- Proposed Improvements noted
- Aerial Site Photo
- Setbacks



## 24-235 - Landscaped Open Space

All of the information below shall be provided and shown on the site plan, landscape plan, or be submitted as a separate sheet within the submittal package. All of the information below is required at the time of submittal for an application to be considered complete. Incomplete applications will not be accepted or reviewed. See the graphic on the following page for specific instructions on how the information must be displayed for the application to be considered complete.

Area (SF = square feet)	Existing SF	%	Change SF	Proposed SF	%
Total Lot area	0				100%
<b>Impervious Surface*</b>					
Home <sub>1</sub>		0.00%			0.00%
Driveway <sub>2</sub>		0.00%			0.00%
Patios <sub>3</sub>		0.00%			0.00%
Accessory buildings <sub>4</sub>		0.00%			0.00%
Accessory structures <sub>5</sub>		0.00%			0.00%
Other <sub>6</sub>		0.00%			0.00%
Total impervious		0.00%			0.00%
<b>Exempt Areas*</b>					
Driveway Allowance <sub>7</sub>					
Walkway allowance <sub>8</sub>					
Total exemption					
Total Landscaped Open Space*	0	100.00%	0.00%	0	100.00%

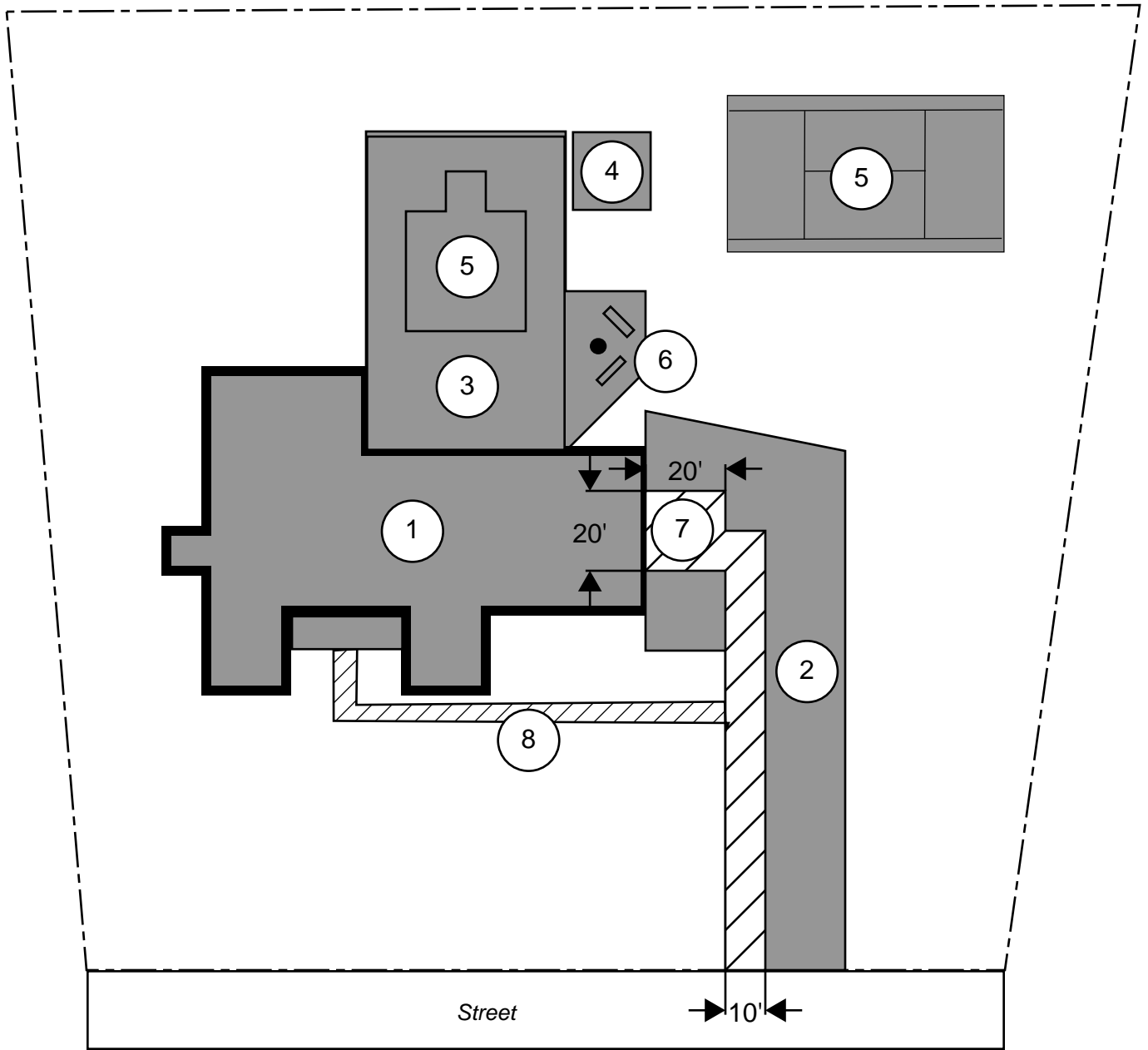
The open space diagram should contain the information below. Please refer to the next page for a sample diagram.

1. Includes home, covered porches and attached garages
2. Entire driveway area
3. All patio areas
4. All detached buildings such as sheds, garages and pool houses
5. All pools, sports courts, etc.
6. Any other impervious surfaces, such as fire pits
7. Permitted as a 10' wide path, the shortest distance from the ROW to the garage, with a 20' x 20' area in front of the garage (see graphic on back of page)
8. Includes only necessary sidewalks from driveways to the home, as determined by the City's building official or planning consultant
9. North arrow
10. Scale
11. Key
12. Page landscape open space plan is found on



# Open Space Diagram

(not to scale)

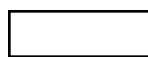
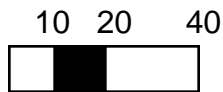
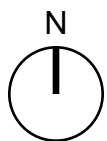


9

10

11

12



Open Space



Impervious surface



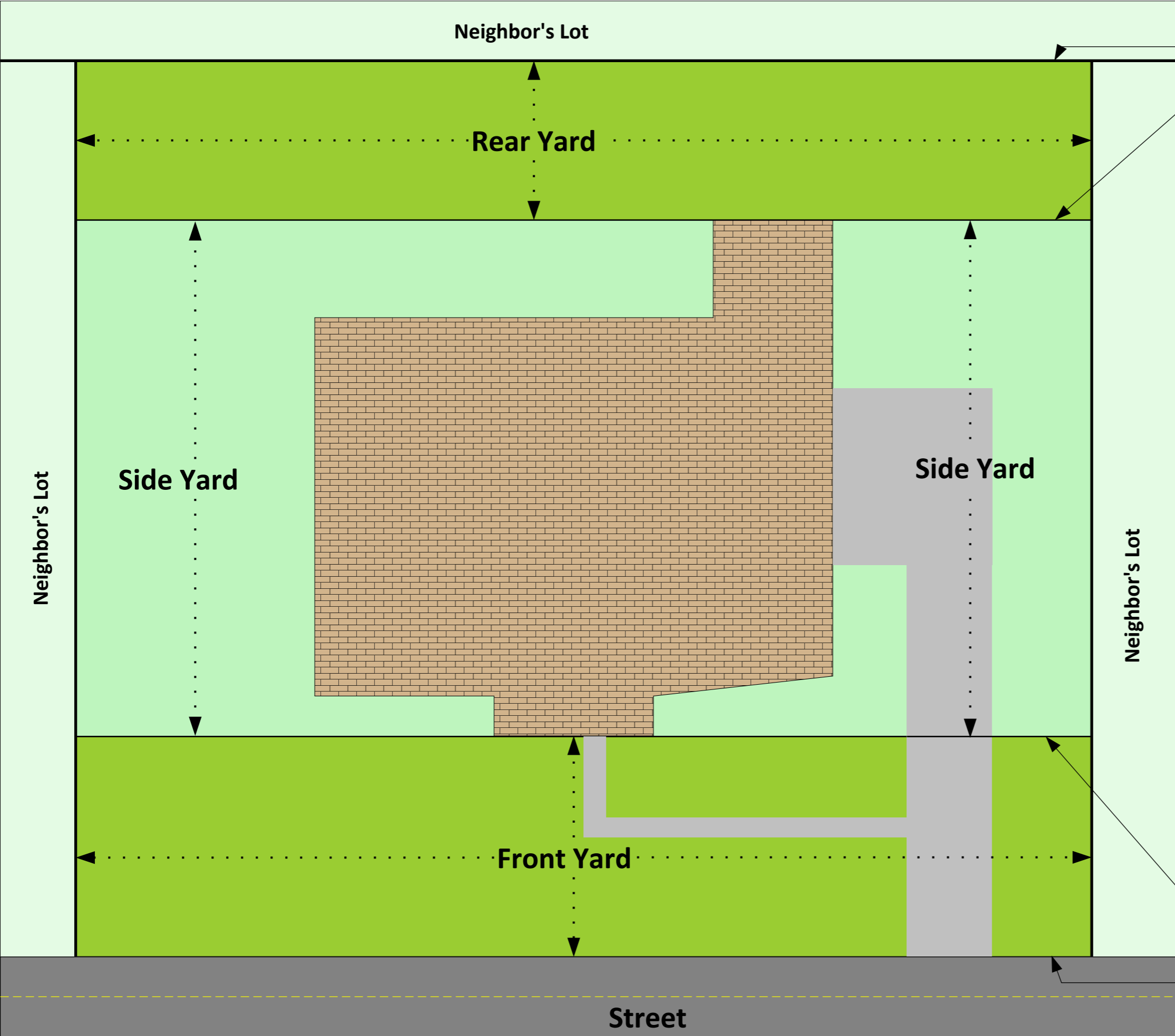
Exempt areas

Please indicate what page the landscape open diagram can be found on:

\_\_\_\_\_



# Guide for Application of Section 24-3; Yards - Interior Lot



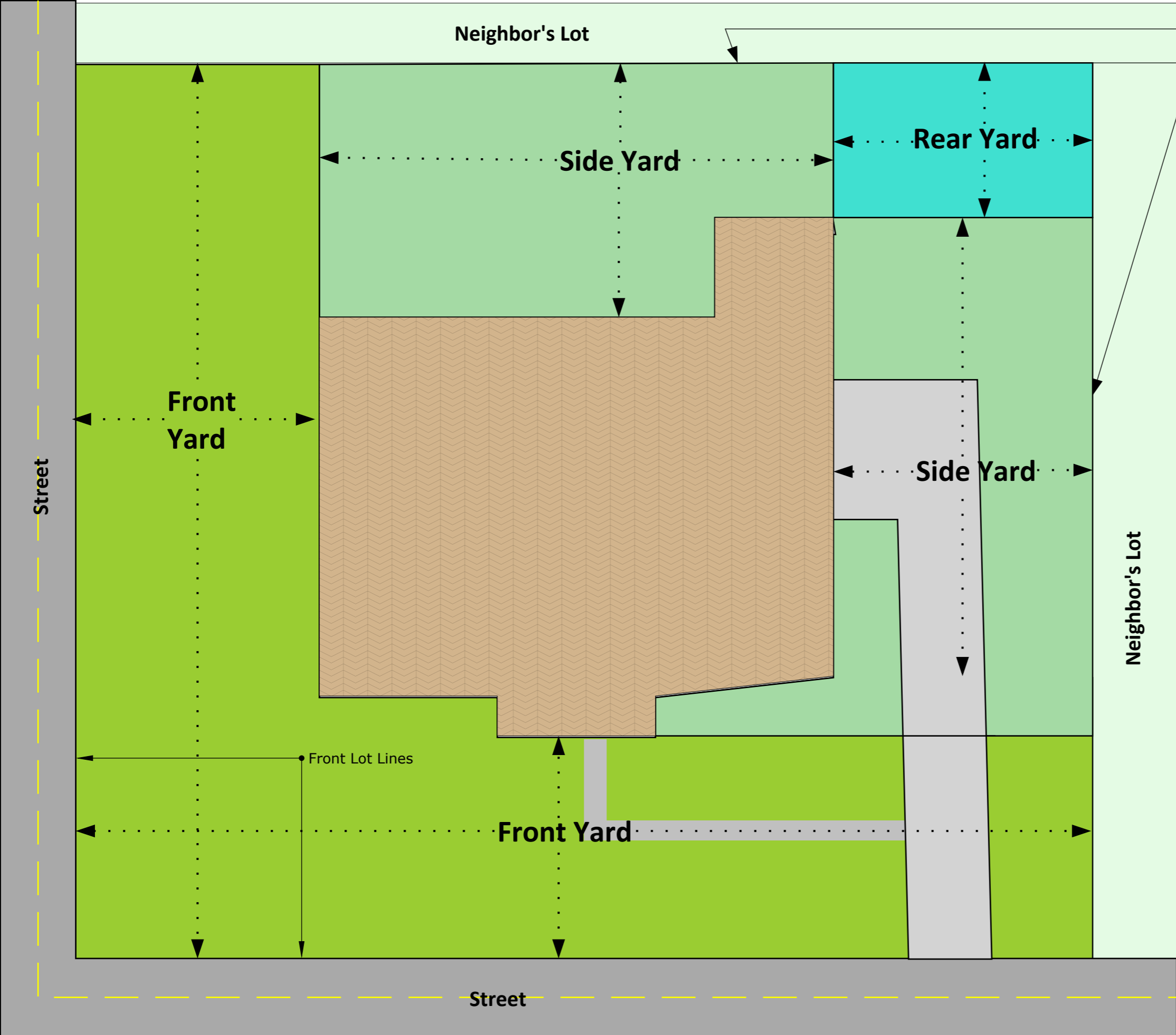
*Yards* shall mean the open spaces on the same lot with a main building unoccupied and unobstructed from the ground upward except as otherwise provided in this chapter, and as defined below:

(1) *Front yard* shall mean an open space extending the full width of the lot, the depth of which is the minimum horizontal distance between the front lot line and the nearest point of the main building. All yards abutting on a street shall be considered as front yards for setback purposes.

(2) *Rear yard* shall mean an open space extending the full width of the lot, the depth of which is the minimum horizontal distance between the rear lot line and the nearest point of the main building. In the case of a corner lot, the rear yard may be opposite either street frontage.

(3) *Side yard* shall mean an open space between a main building and the side lot line, extending from the front yard to the rear yard, the width of which is the horizontal distance from the nearest point on the side lot line to the nearest point of the main building.

# Guide for Application of Section 24-3; Yards - Corner Lot



*Yards* shall mean the open spaces on the same lot with a main building unoccupied and unobstructed from the ground upward except as otherwise provided in this chapter, and as defined below:

(1) *Front yard* shall mean an open space extending the full width of the lot, the depth of which is the minimum horizontal distance between the front lot line and the nearest point of the main building. All yards abutting on a street shall be considered as front yards for setback purposes.

(2) *Rear yard* shall mean an open space extending the full width of the lot, the depth of which is the minimum horizontal distance between the rear lot line and the nearest point of the main building. In the case of a corner lot, the rear yard may be opposite either street frontage.

(3) *Side yard* shall mean an open space between a main building and the side lot line, extending from the front yard to the rear yard, the width of which is the horizontal distance from the nearest point on the side lot line to the nearest point of the main building.

# Guide for Application of Section 24-3 & 24-196; Required vs. non-required yards - Interior Lot (A-4 District)

