

**PROCEDURES for DIVISION of REAL PROPERTY into SEPARATE LEGAL DESCRIPTIONS**

To request a property division, please complete the attached application and return to the **Department of Assessment**, Dearborn Administrative Center, 16901 Michigan, Suite 5, Dearborn, MI, 48126.

**The application must be completed in full and must include the following:**

1. All property taxes and/or miscellaneous invoices must be paid and up to date. (Non-payment of these items will be cause to deny/revoke the requested property division.)
2. Must have the signature of the legal owner(s), or authorized agent (with authorization letter), of the property(s) involved.
3. Must provide a recorded deed(s), including the full legal description, of the property to be split, as proof of ownership.
4. If there is a Mortgage on the property, you must get written approval from the mortgage company.
5. If there is a Land Contract on this property, you must get written approval from the land contract holder.
6. Provide a professional Land Survey (NOT A “MORTGAGE SURVEY”) showing the requested new parcels with all the appropriate measurements and new legal descriptions. **Must be Signed and Sealed.**
7. Pay a Review Fee of **\$100.00 plus**
  - a.) **\$50.00** for each new residential parcel to be created
  - b.) **\$75.00** for each new commercial or industrial parcel to be created

**All fees are non-refundable**
8. Proposed division must meet all zoning requirements or a variance from Zoning Board must be granted prior to approval.
9. Attached are two forms dealing with “Principal Residence Exemptions.”
  - A. Fill out lines 1 through 9, line 13, and lines 17 through 19 of the form REQUEST TO RESCIND HOMEOWNER’S PRINCIPAL RESIDENCE EXEMPTION AFFIDAVIT for each property that has a “Principal Residence Exemption.”
  - B. Fill out the PRINCIPAL RESIDENCE EXEMPTION AFFIDAVIT, leaving line 1 blank, (the Assessor’s office will complete this line when a new Parcel ID number is assigned), for the new property(s) being created if it will be your principal residence.
10. Upon completion and approval of the application, new parcel numbers will be assigned by the Department of Assessment at the end of the year and will become effective for the upcoming assessment year.

IF YOU HAVE ANY QUESTIONS, CONTACT:

**DEPARTMENT OF ASSESSMENT**  
313-943-2140

**APPLICATION TO DIVIDE REAL PROPERTY into SEPARATE LEGAL DESCRIPTIONS**

**PLEASE PRINT**

OWNERS/AGENT NAME: \_\_\_\_\_

OWNERS/AGENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: Home \_\_\_\_\_

Cell \_\_\_\_\_

Work \_\_\_\_\_

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PARCEL I. D. NUMBER(S) OF PROPERTY TO BE SPLIT:

(1) \_\_\_\_\_ (3) \_\_\_\_\_

(2) \_\_\_\_\_ (4) \_\_\_\_\_

NUMBER OF PARCELS TO BE CREATED: \_\_\_\_\_ ZONING: \_\_\_\_\_

ARE ALL TAXES (+/or) INVOICES, PAID (+/or) UP TO DATE? \_\_\_\_\_

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***Statement of Ownership***

I, \_\_\_\_\_, being the legal owner of the above described  
(Please Print)

parcels, request the division of said parcels per the attached application.

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

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

TAX MAILING ADDRESS and LEGAL DESCRIPTIONS of EACH PROPERTY to be CREATED

**Tax Billing Information**

Please print the name and address where the tax bills are to be sent for each new parcel created. If mailing address is different than property address, list both. Attach additional sheets, if necessary.

Parcel (1)

Parcel (2)

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

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

**Legal Description Information**

Print the legal descriptions of each property to be created (Page 1 No. 7). Attach additional sheets, if necessary

Parcel (1)

Parcel (2)

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

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

CITY of DEARBORN APPROVAL

PROPERTY MAINTENANCE & DEV SERVICES  
(for Residential property only)

\_\_\_\_\_  
Director or Representative DATE

CITY PLAN DEPARTMENT

\_\_\_\_\_  
City Planner or Representative DATE

ECON/COMM DEVELOPMENT

\_\_\_\_\_  
Director or Representative DATE

WATER DIVISION

\_\_\_\_\_  
Director or Representative DATE

FIRE MARSHALL

(for non Residential properties only)

\_\_\_\_\_  
Fire Marshall or Representative DATE

ENGINEERING DIVISION

\_\_\_\_\_  
City Engineer or Representative DATE

CITY TREASURER

\_\_\_\_\_  
City Treasurer or Representative DATE

LEGAL DEPARTMENT

\_\_\_\_\_  
Corporation Counsel or Representative DATE

DEPARTMENT OF ASSESSMENT

\_\_\_\_\_  
City Assessor or Representative DATE

NOT APPROVED: \_\_\_\_\_