



# Lot Split and Lot Combination Planning Review Application

Please use this application only if you have been asked to by Planning staff. There is a separate lot split / combination application form and process through Assessor that must be submitted first.

TO THE PLANNING COMMISSION OF THE CITY OF DEARBORN, WAYNE COUNTY, MICHIGAN:  
I (We) the undersigned make the application to the Planning Commission of the City of Dearborn for Lot Split Review for the property and reasons described below.

## A. Parcel Information

Lot Split	Lot Combination
Parcel Address: _____	
Parcel Number (PID): _____	
Parcel Area: _____	
Number of Parcels to be Created	Area (s) of the resulting parcel (s) : _____
_____	
Zoning Classifications: _____	
Current use of property: _____	

## B. Applicant Information (Must be the property owner)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

PROJECT REPRESENTATIVE: Identify any person representing the property owner or applicant in this matter (Design professional, developer, etc)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_



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## C. Required Application Attachments

A complete application must contain the following information:

Signed application form: Lot Split and Lot Combination Planning Review Request Application.

Application Fee: \$1,000  
(Payment must be made out to the City of Dearborn).

Proof of ownership required (The only accepted documents are: Deeds, Property Transfer Affidavits, Title Commitments, Land Contracts, or Building Leases).

Proof all taxes and municipals bills (Water, Sewer, etc.) Are paid.

Two (2) Sets of 24" X 36" Plot Plan or Survey required and One (1) Digital Copy submitted in PDF format must satisfy the requirements as outlined in the Zoning Ordinance 32.02(D).

- Applicant's name, address, telephone number, statement of ownership,
- Scale, north point, and dates of submission and revisions.
- Zoning classification of petitioner's parcel and all abutting parcels.
- Existing lot lines, building lines, structures, parking areas, driveways, and other improvements on the site and within 100 feet of the site.
- Dimensions, centerlines, and right-of-ways widths of all abutting streets and alleys.
- Location of existing drainage courses, floodplains, lakes, streams, woodlots, and large trees greater than 8" in diameter.
- All existing and proposed easements.
- Location of sanitary sewer systems, existing and proposed.
- Location and size of water mains and building service leads, existing and proposed.



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## D. Request and Affidavit

The applicant must read the following statement carefully and sign below:

The undersigned requests that the City of Dearborn review this application and related required materials as outlined in the City Code of Ordinance 17.5.11 D. The applicant further affirms and acknowledges the following:

That the applicant has a legal interest in the property described in this application.

That the answers and statements contained in this application and enclosures are in all respects true and correct to the best of his,her or their knowledge.

That the approval of this application does not relieve the undersigned from compliance with all other provisions of the Zoning Ordinance or other codes or statutes, and does not constitute the granting of a variance.

That the applicant will comply with any and all conditions imposed in granting approval of this application.

If also the owner, the applicant grants the City of Dearborn staff and the Planning Commission the right to access the subject property for the sole purpose of evaluating the application.

That the applicant has reviewed the Lot Split request process which is attached to this application.

That all submitted documents will become a public record and will be posted online to the City website unless requested otherwise.

Applicant / Representative Name: \_\_\_\_\_

Applicant / Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the applicant / Representative is not the property owner, the property owner must read and sign below:

The undersigned affirms and acknowledges that he, she or they are the owner(s) of the property described in this application, and:

Is/are aware of the contents of this application and related enclosures.

Authorizes the applicant to submit this application and represent the undersigned in the matter being reviewed by the City of Dearborn.

Grants the City of Dearborn staff and the Planning Commission the right to access the subject property for the sole purpose of evaluating the application.

\*Property Owner Name: \_\_\_\_\_

\*Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the owner is an LLC, please provide the following information to verify proper ownership of the property:

Copy of Driver's License or Valid State ID

Articles or Certificate of Organization

\*Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Office use only)*

Case No. \_\_\_\_\_ Date: \_\_\_\_\_ Received By: \_\_\_\_\_

*\*Notarized signature required if different from Project Owner*

*Effective 9/25*



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## Lot Split and Lot Combination Process



Requests may only require approval from the Planning Commission and not City Council. Planning Division will make the determination based on what outlined in Section 17.5-11 (c) & (d) of the City Code of Ordinances.

### Planning & Zoning Division

1. The Planning & Zoning Division **strongly recommends** applicants contact staff before submitting this application
2. Submit a lot split application and the required documents to the City of Dearborn – Planning & Zoning Division by:  
**Email:** [Cityplanning@dearborn.gov](mailto:Cityplanning@dearborn.gov) OR  
**Mail:** Dearborn Administrative Center 16901 Michigan Avenue, Suite 15, Dearborn, MI 48126-2967  
 "Attn: Planning & Zoning Division" OR  
**Scheduled drop-off** at the Dearborn Administrative Center. (Please contact Planning & Zoning staff to schedule a time).
3. Planning & Zoning Division staff will send an email confirming the application materials have been received and provide a copy of the fee receipt.
4. Planning & Zoning Division staff will review the application materials and prepare a staff report evaluating the lot split request. Which will be provided to the Planning Commission. Planning & Zoning Division staff will contact the applicant or the architect if any additional documents are needed.

### Planning Commission Meeting

5. Dearborn's ordinance requires that certain lot splits and combinations go in front of the Planning Commission for a public hearing. As required by the Michigan Zoning Enabling Act (MZEA), notifications will be sent to all properties within 300 of the subject property. These notifications will include the time, date, and place of the public hearing as well as a description of the request. Depending on the nature of the request, the Planning Commission will either 1) operate as a recommending body to the City Council in which it will vote to recommend approval or denial. Or 2) issue the final determination and either approve or deny the request.



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- 6. Planning Commission meetings are held monthly and due to the notification requirements outlined in the Act there are application deadlines.
- 7. After a complete application has been submitted the item will be placed on the next Planning Commission Agenda.

The Planning Commission 2025 meeting schedule and application deadlines are as follows:

Planning Commission 2025 Meeting Schedule	Application Deadlines
Monday, January 13	Friday, December 18, 2024
Monday, February 10	Friday, January 17, 2025
Monday, March 10	Friday, February 14
Monday, April 7	Friday, March 14
Monday, May 12	Friday, April 18
Monday, June 9	Friday, May 16
Monday, July 7	Friday, June 13
Monday, August 11	Friday, July 18
Monday, September 8	Friday, August 15
Monday, October 13	Friday, September 19
Monday, November 10	Friday, October 17
Monday, December 8	Friday, November 14



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## City Council Meeting

- *In unique or unusual circumstances, City Council may be required to issue the final determination.*
- 8. The Planning & Zoning Division will send the applicant written notification of the Planning Commission decision that will verify when the request will be reviewed by the City Council.
- 9. It is recommended that a representative be in attendance for both meetings ((1) Committee of Whole Meeting + (1) City Council Meeting).
- 10. A lot split and combination typically requires one public meeting in front of City Council before it can be formally approved; however, City Council may hold additional hearings if it is considered necessary. The Committee of Whole meetings (which are held on Thursdays) set the agenda for the City Council meetings which are held on Tuesdays.

The City Council may by majority vote of its membership:

- a. *Adopt the lot split request.*
- b. *Reject the lot split request.*

- 11. The Planning & Zoning Division will email the applicant a letter detailing the City Council's decision.