

INSTRUCTIONS

Per Chapter 30, Land Divisions and Subdivisions, Article II., Subdivisions, Section 30-33, Lot Splits of the Code of Ordinances for the City of Port Huron, lot splits are reviewed/approved subject to the following:

Sec. 30-33. Lot Splits.

(a) *Generally.* The division of any parcel of land, including those boundaries of which are fixed by a recorded plat, into more than one but less than five lots or tracts may be permitted and shall be subject to and comply with the provisions and procedures set forth in this section.

(b) *Filing of application and [survey].* The applicant shall submit to the [planning director] who, together with the city engineer, city [treasurer], and city assessor, shall review the following:

(1) Four copies of the application [which must include the new legal descriptions per subsection (c)(8) of this section.]

(2) Four copies of the [survey] of the proposed lot split, having a scale of not less than one inch to 50 feet, containing the data required under subsection (c) of this section. [Survey must be prepared, stamped, and signed by a registered surveyor.]

(c) *Contents of [survey].* The [survey] of the proposed lot split shall include the following data:

(1) Name and address of the applicant, [owner and surveyor].

(2) The date of the [survey], north arrow, and the scale.

(3) Boundary lines and area of the parcel to be split.

(4) Names of all streets, rights-of-way, and roadways of all existing or proposed streets within or abutting the parcel proposed to be split.

(5) All existing structures and physical features which would influence the layout and design of the proposed lot split.

(6) Location, width, and purpose of existing and proposed easements.

(7) Legal description of existing parcels to be split.

(8) Proposed legal description of each parcel.

(d) *Fee.* The fee for a lot split shall be adopted by resolution of the city council and amended, as necessary, by resolution of the city council.

(e) *Application approval.* The city assessor, city engineer, city [planning director], and the city [treasurer] shall jointly approve the application, provided it is in conformance with all ordinances and administrative rules and regulations of the city.

(f) *Disapproval of application.* The reasons for any disapproval of an application shall be stated, and the applicant shall have the privilege of submitting a revised proposal.

(g) *Conditional approval.* If the application is approved conditionally, such condition and the reason therefor shall be stated.