



Application for Description Change

City of Pontiac

Office of Land Use and Strategic Planning

47450 Woodward Ave, Pontiac, MI 48342

T: 248.758.2800

F: 248.758.2827

Property/Project Address: _____

Sidwell Number: _____

Date: _____

Office Use Only

PF Number: _____

Instructions: Applications for a description change shall be filed with the Office of Land Use and Strategic Planning. Lot Combinations will require a fee of \$100.00 and an administrative review that will be forwarded to Oakland County. Lot Split applications shall be submitted with a \$750.00 fee (per lot created) at least **30 days** before the regularly scheduled Planning Commission Meeting. Incomplete applications will delay the review process.

Owner (please print or type)

Name			
Address			
City			
State			
ZIP Code			
Telephone	Main: _____	Cell: _____	Fax: _____
E-Mail			

Please check one: ☐ Combination
☐ Split

The subject properties are legally described as follows (include sidwell numbers):

Has this parcel/lot been previously requested for a combination or split? ☐ Yes ☐ No

Additional Requirements *(failure to comply will negate this request):*

Lot Splits

- Survey – required for lot splits (two copies of a drawing and legal description prepared by a registered land surveyor or professional engineer of all parcels created, drawing showing all existing structures on parcel)
- \$750.00 fee
- Attached proof that all taxes and special assessments are paid
- Attach proof of ownership

Lot Combinations

- Attach proof that all taxes and special assessments are paid
- Attach proof of ownership
- \$100.00 fee (each additional lot - \$50.00)

All parties having any ownership on the above described property MUST sign this application

Signature of Owner

Signature of Owner

Signature of Owner

Signature of Owner

Signature of Owner

Signature of Owner

Signature of Owner

Signature of Owner

State of Michigan
County of Oakland

On this ____ day of _____, A.D., 20____, before me personally appeared the above named person, who being duly sworn, stated he/she has read the foregoing application, by him/her signed, and know the contents thereof, and that the same is true of his/her own knowledge, except as to the matters therein stated to be upon information and belief and so as to those matters he/she believes it to be true.

Notary Public, Oakland County, Michigan
My Commission Expires: _____