



## Parcel Revision Checklist

\* Requirements are subject to change without notice. Additional documentation may be requested before acceptance. \*

### Requirements for ALL parcel modification requests:

#### Application Form:

- Parcel Revision Form must be completely filled out and have original signatures. Copies, scans, faxes, photos, or otherwise reproduced versions will not be accepted.

#### Proof of ownership:

- Provide **recorded** deed(s) for all involved properties. Must be original or a copy or scan; photos will not be accepted.

For properties under Land Contract:

- Provide a copy of the **recorded** land contract. Must be a copy or scan; photos will not be accepted.
- Land contract vendor must be the requestor for the parcel revision (see Signatory Authorization below).
- All involved parcels must be under contract. Parcels under contract cannot be combined with parcels that are not.
- Ownership/taxpayer information must be up to date for all parcels. Provide a copy of all Property Transfer Affidavit(s) that have been filed **only within the last 60 days**.

#### Signatory Authorization:

**ALL PARTIES** with ownership or taxpayer interest **MUST** provide authorization for a parcel revision in one of the following ways:

For individual (non-entity) owners:

- Provide photo ID for identity verification. No authorization document is needed to sign the application.
- To assign a representative, owner must provide a **NOTARIZED** Resolution of Authority (attached), *explicitly naming the representative that will sign the application* on behalf of the owner. The original document must be provided. Copies, scans, faxes, photos, or otherwise reproduced versions will not be accepted.

For companies/organizations/other entities, one of the following:

- A **NOTARIZED** Resolution of Authority (attached) to authorize a **member of the company/organization**. Certificate *must explicitly name the representative that will sign the application* on behalf of the company. The original document must be provided. Copies, scans, faxes, photos, or otherwise reproduced versions will not be accepted.
- A **NOTARIZED** Power of Attorney to authorize a representative that is **not a member of the company/organization (chain authorization will not be accepted)**. The original document must be provided. Copies, scans, faxes, photos, or otherwise reproduced versions will not be accepted.

#### Other Requirements:

- Parcels must not have any delinquent Property or Personal Property taxes, or property tax liens.
- Parcels must not have an open Michigan Tax Tribunal (MTT) case.
- Parcels must not have a Special Assessment or PILOT (*with the exception of Detroit Land Bank purchases, see next item*).
- For properties purchased from the Detroit Land Bank Authority within the last 5 years, a 5/50 waiver must be provided (see additional documentation).
- Parcels must be adjacent to be combined, or an approved council resolution for vacation of a public right of way(s) must be provided (can be obtained from Department of Public Works - City Engineering, Room 642).
- Exemption status and type must be consistent for all parcels.
- Combinations of properties with inconsistent class must be approved by an appraisal supervisor.

### Additional Requirements for PARCEL DIVISIONS ONLY:

All divisions are subject to an approval process by the City of Detroit Law Department.

**Please note: If new addresses are required for resultant parcels, requestor will be invoiced by the Department of Public Works - City Engineering (Suite 642, CAYMC) for \$13 per address.**

- Land survey showing **current and resultant** parcel(s) and corresponding legal description(s), as well as all building locations. If a building is being divided, survey must show that parcel boundary is along a firewall and be certified by a licensed architect.
- A parcel may not be split more than four (4) times.
- Resultant parcel must have direct access to a public **road** right-of-way. Landlocked parcels will not be accepted.
- A \$5.00 fee is required for each new parcel being created as a result of a division. An invoice will be sent to Primary Party after receipt of original documentation.



### Parcel Revision Form

Revision is effective for the **following tax year**. All taxes must be current at the time of application and up to the time of processing of this request. Revisions cannot be made to Special Acts parcels without prior consent of the Board of Assessors.

Request Type:  Combination  Split  Split/Combine  
 Date Submitted: \_\_\_\_\_

Primary Party		Secondary Party	
Owner Name		Owner Name	
Address		Address	
City, State, ZIP		City, State, ZIP	
Phone		Phone	
Email		Email	
Print Name		Print Name	
Signature		Signature	
<input type="checkbox"/> Check here if you are a Representative		<input type="checkbox"/> Check here if you are a Representative	

Third Party		Fourth Party	
Owner Name		Owner Name	
Address		Address	
City, State, ZIP		City, State, ZIP	
Phone		Phone	
Email		Email	
Print Name		Print Name	
Signature		Signature	
<input type="checkbox"/> Check here if you are a Representative		<input type="checkbox"/> Check here if you are a Representative	

Parcel Information			
Parcel Number	Address	Parcel Number	Address

Parties hereby request that in accordance with the Michigan Land Division Act and Ordinance Number 421-G for the regulations and control of the subdivision of land in the City of Detroit, you place the following legal descriptions of said premises upon the Assessment and Tax Rolls.

Office Use Only				
Revision Year		Revision #		<input type="checkbox"/> This request is to obtain a permit
Law Department Petition #		Number of resultant parcels (for splits and split/comboines):		
New Parcel #	Survey #	Address	Party	

Office Notes

Reviewed by:
Office of the Assessor Stamp for Approval



### Resolution of Authority

**Please note:** The Person who signs the application on behalf of the Business Entity must be one of the individuals listed as a person authorized to execute the application in the name of and on behalf of the Business Entity or Owner.

Office Use Only	
Revision Year	_____
Revision Number	_____

**Business Organization:** \_\_\_\_\_

**Location of principal office:** \_\_\_\_\_

#### **A. Form of Organization**

- Individual/Owner (complete Sec B-1)  
  Limited Liability Company (complete Sec B-3)  
  Partnership (complete Sec B-5)  
 Corporation (complete Sec B-2)  
  Sole Proprietorship (complete Sec B-4)  
  General  
  Limited

#### **B. Authorization** - Complete **ONLY** the Section that is applicable or matches the business structure checked.

##### **1. Individual/Owner.**

I, \_\_\_\_\_ {owner} of \_\_\_\_\_ {parcel address}, authorize the following individual(s) or business to execute, deliver, and to take such steps on my behalf, that may be necessary and appropriate in connection with, and in support of any Petition for Parcel Revision request submitted to the City of Detroit.

Name	Title	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
{Owner Signature}

STATE OF MICHIGAN    )  
                                  ) ss.  
COUNTY OF WAYNE    )

The foregoing instrument was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_.

Print: \_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, MI  
My commission expires: \_\_\_\_\_  
Acting in County of \_\_\_\_\_

##### **2. Corporate Authority.**

I, \_\_\_\_\_ {name of officer not signing petition} Secretary of the above-name Business/Organization, do hereby certify that at a meeting on \_\_\_\_\_ at which a quorum was present, the Board of Directors of the Corporation duly adopted a resolution, which is in full force and effect and in accordance with the articles of incorporation and by-laws.

Resolved, that the following individual(s), are authorized to execute, deliver, and to take such steps, on behalf of the Corporation, that may be necessary and appropriate in connection with, and in support of any Petition for Parcel Revision request submitted to the City of Detroit:

Name	Title	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Corporate Seal)

Witness my hand on behalf of the Corporation  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Secretary

STATE OF MICHIGAN    )  
                                  ) ss.  
COUNTY OF WAYNE    )

The foregoing instrument was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_.

Print: \_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, MI  
My commission expires: \_\_\_\_\_  
Acting in County of \_\_\_\_\_



**3. Limited Liability Company Authority.**

I, \_\_\_\_\_, {name of member not signing petition or authorized agent} the undersigned Member of \_\_\_\_\_ the "Company", hereby certify that \_\_\_\_\_ Company is a limited liability company and is duly organized and existing under the laws of the State of Michigan.

Resolved, that \_\_\_\_\_ {name of member signing petition} Member of \_\_\_\_\_, is empowered to sign any and all documents, to take such steps on behalf of said Company, that may be necessary and appropriate in connection with, and in support of any Petition for Parcel Revision request submitted to the City of Detroit.

Date \_\_\_\_\_, 20\_\_\_\_  
Company Seal if Available

\_\_\_\_\_  
{Signature of Member names in First Blank}

\_\_\_\_\_  
{Title}

STATE OF MICHIGAN )  
                                  ) ss.  
COUNTY OF WAYNE )

The foregoing instrument was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
Print: \_\_\_\_\_  
Notary Public, \_\_\_\_\_County, MI  
My commission expires: \_\_\_\_\_  
Acting in County of \_\_\_\_\_

**4. Sole Proprietorship/Single Membership.**

If there is **only** one Officer/ Member/ Partner with signing authority, please provide the applicable form documents in support of the Resolution of Authority i.e., current Annual Report/Statement, Certificate of Assumed Name, Certificate of Formation, Articles of Incorporation as filed with the State of Michigan.

**5. Partnership Authority.**

I, \_\_\_\_\_ {name of member not signing petition or authorized agent} the undersigned General/Limited Partner of \_\_\_\_\_ the "Partnership", hereby certify that: \_\_\_\_\_ Partnership is a limited partnership and is duly organized and existing under the laws of the State of Michigan.

Resolved, that \_\_\_\_\_ {name of member signing petition} Partner of \_\_\_\_\_, is authorized to sign any and all documents, to take such steps on behalf of the said Partnership, that may be necessary and appropriate in connection with, and in support of any Petition for Parcel Revision request submitted to the City of Detroit.

Date \_\_\_\_\_, 20\_\_\_\_  
Company Seal if Available

\_\_\_\_\_  
{Signature of Member names in First Blank}

\_\_\_\_\_  
{Title}

STATE OF MICHIGAN )  
                                  ) ss.  
COUNTY OF WAYNE )

The foregoing instrument was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
Print: \_\_\_\_\_  
Notary Public, \_\_\_\_\_County, MI  
My commission expires: \_\_\_\_\_  
Acting in County of \_\_\_\_\_