

CITY OF EAST LANSING  
LOT SPLIT APPLICATION

11-2021

PROPERTY ADDRESS(ES) \_\_\_\_\_

PARCEL ID. NO(S). \_\_\_\_\_

PROPERTY OWNER:  
(or its legal representative) \_\_\_\_\_

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

Phone Numbers: Office: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

PROPERTY OWNER:  
(or its legal representative) \_\_\_\_\_

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

Phone Numbers: Office: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

APPLICANT:  
(If not property owner) \_\_\_\_\_

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

Phone Numbers: Office: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

LEGAL STANDING:  
(If non-owner applicant) \_\_\_\_\_

Note: The property owner(s) and the applicant, as identified above, will be mailed copies of meeting agendas, staff reports and other official communications related to this application. If others are involved and should also receive these materials, please provide their name and mailing address.

PROPOSED ACTION(S): \_\_\_\_\_  
(Describe proposed lot split)

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

I (we) hereby grant permission for members of the East Lansing City Council, its Planning Commission, its staff and its consultants the right to enter onto the property described in this application in my (our) absence for the purpose of gathering information, including but not limited to the taking and use of photographs.

Please check one:  Yes  No

By the signature(s) below, I (we) certify that the information provided in this application, including the accompanying plans and other documentation is, to the best of my (our) knowledge, true and accurate.

\_\_\_\_\_  
Owner (mandatory) Date Applicant Date

SUBMIT TO: Department of Planning, Building, and Development  
East Lansing City Hall, Room 217, 410 Abbot Road, East Lansing, MI 48823  
Phone: (517) 319-6930 Fax: 337-1607, E-mail: [coelplanningcommission@cityofeastlansing.com](mailto:coelplanningcommission@cityofeastlansing.com)



## From Chapter 40, Subdivisions And Other Land Divisions

### Sec. 40-106. Lot splitting.

(a) Application for lot splitting shall be submitted in writing to the director of planning and community development and shall contain the proposed legal description along with three sketches drawn to scale showing the original lot, the proposed division, and all dimensions and/or other pertinent data as may be deemed necessary by the director. The director shall review the proposed division to:

- (1) Ascertain the number of previous lot divisions involving the subject parcel, and when they occurred.
- (2) Ascertain the conformance of the proposed split with the East Lansing zoning code.
- (3) Ascertain the conformance of the proposed split with the East Lansing subdivision regulations.

(b) If the director shall find the lot splitting is consistent with the East Lansing zoning code, the East Lansing subdivision regulations and the Michigan Subdivision Control Act of 1967, and would not increase the number of lots present within the platted subdivision or the unplatted parcel, nor increase the number or permitted occupancy of dwelling units which exist at the time of the application, unless the subdivision has been approved within the five years preceding the application, nor change the orientation of a lot to a street, approval of the lot splitting shall be given to this effect upon the plans submitted to the director and signed by the director.

(c) If the lot splitting would increase the number of lots present within the platted subdivision or the unplatted parcel, or increase the number or permitted occupancy of dwelling units in a subdivision approved more than five years before the application, or change the street orientation of a lot, upon the submission of a nonrefundable \$100.00 filing fee, the director shall refer the application to the planning commission for review. Upon holding a public hearing, as described in section 40-51(2), the commission shall recommend approval of the application if the lot splitting is consistent with the East Lansing zoning code, the East Lansing subdivision regulations, the Michigan Subdivision Control Act of 1967, and the city's comprehensive plan, and if it is reasonably compatible with the surrounding neighborhood in terms of preserving population density patterns, traffic safety, privacy, open space and property values. Upon receipt of the commission's recommendation, the city council shall approve or reject the proposed lot splitting at its next meeting or within 20 days of the receipt of the commission's recommendation.