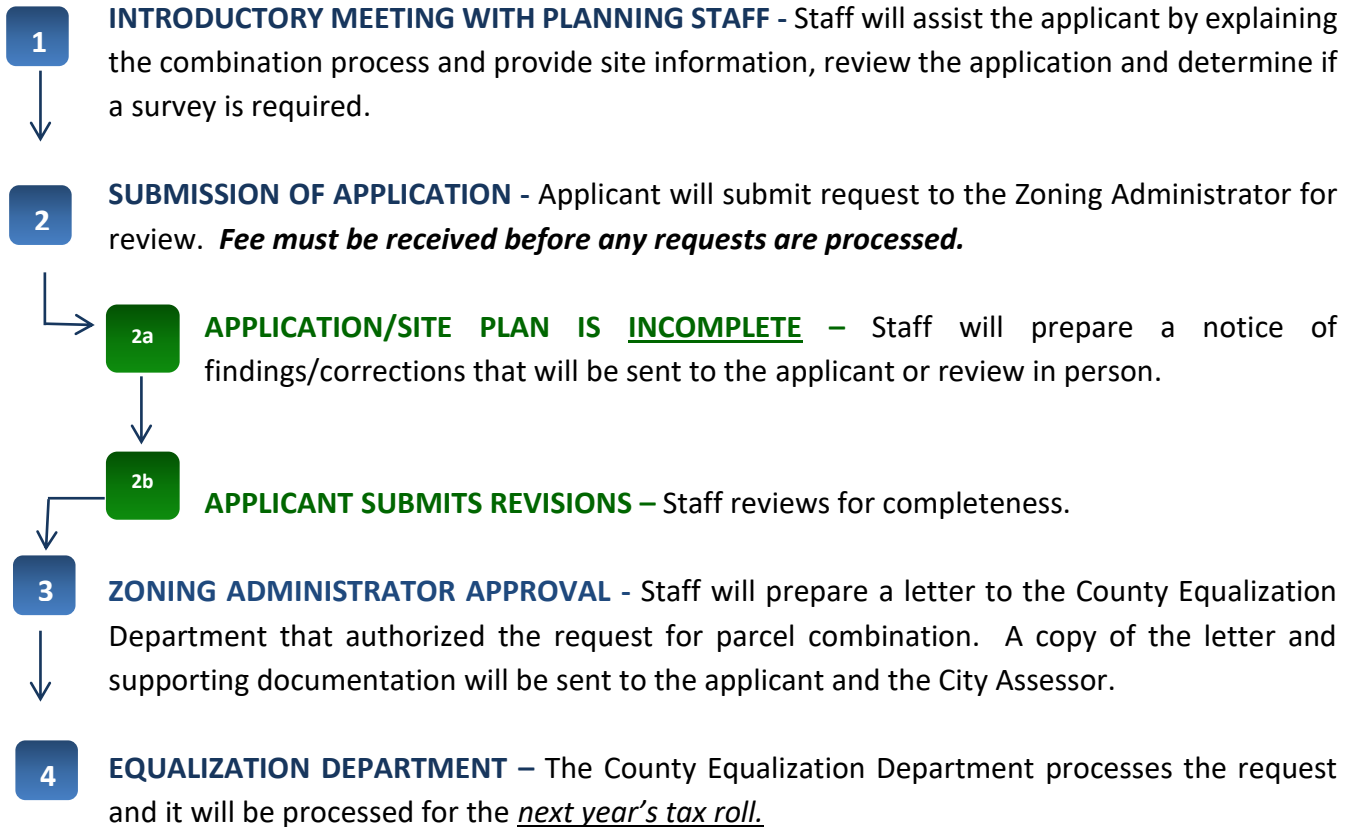




Parcel Combination Requests Planning and Zoning Department A Step-By-Step Guide



Parcels cannot be combined if it results in more than one principle residential structure.

It is the owner's responsibility to verify that there are no issues/objections to the request by any persons, firms or corporations having a legal or equitable interest in the land. The City does not conduct a title search for the property.



Planning & Zoning
 395 Third Street
 Manistee, MI 49660
 231.723.6041 (phone)
 231.398.3526 (fax)

Parcel Combination Request Form

Please Print

Parcel Combination Requirements		
<p>Any Combination of Parcels within the City of Manistee requires approval of the Zoning Administrator. Requests are reviewed for compliance with the Zoning Ordinance. If a request meets all the requirements the Zoning Administrator will approve it. Incomplete requests will be returned to the applicant for completion. <i>The City does not conduct a title search for the property.</i></p>		
<p>To update their property taxes the property owner should send a copy of the determination to:</p> <p style="text-align: center;"> County Equalization Department 415 Third Street Manistee, MI 49660 </p>		
<p>If the parcel involves a principal residence or homestead it is up to the applicant to notify the City Assessor at (231) 398-2802 to update their Homestead Exemption.</p>		
Property Information		
Address:	Parcel #	
Address:	Parcel #	
Address:	Parcel #	
Applicant Information		
Name of Owner:		
Address:		
Phone #:	Cell#:	e-mail:
Project Information – Reason for Request		
Site Plan Requirements		
<p>Applicant is to attach a sketch or site plan of all parcels involved in the request and furnish a legal description for the new parcel. The Zoning Administrator reserves the right to require a survey and legal description for the new parcel.</p>		
Authorization		
<p>By signing the application the applicant is authorizing City Staff permission to make site inspections as necessary. The undersigned affirms that the information included in this application is correct.</p> <p>Signature: _____ Date: _____</p>		
<p><input type="checkbox"/> \$50.00 Fee enclosed and Site Plan for project attached (permit cannot be issued without site plan)</p>		
Office Use Only		
Fee: <input type="checkbox"/> \$50.00	Receipt #	
Notes:		
<p>Signature: _____ Date: _____</p>		