



City of Ann Arbor Planning Services

301 East Huron Street, Ann Arbor, Michigan 48107

Phone: 734-794-6265 Email: planning@a2gov.org Web: www.a2gov.org/planning

Complete this application and upload a copy with your online submittal along with all other required materials. Apply using the STREAM portal at <https://stream.a2gov.org>. STREAM user guides and general development review process information are available at www.a2gov.org/development.

Application for Land Division and Land Transfer

Applicant Information

Full Name: Click or tap here to enter text.

Interest in the Land (i.e. owner, land contract, option to purchase, etc.):

Click or tap here to enter text.

Additional Interested Person and Relationship:

Click or tap here to enter text.

Additional Interested Person and Relationship:

Click or tap here to enter text.

Additional Interested Person and Relationship:

Click or tap here to enter text.

Land Information

Address of Original Parcel: Click or tap here to enter text.

Parcel Identification Number: Click or tap here to enter text.

Additional Original Parcels (for Land Transfers): Click or tap here to enter text.

Parcel Identification Number: Click or tap here to enter text.

Additional Original Parcels (for Land Transfers): Click or tap here to enter text.

Parcel Identification Number: Click or tap here to enter text.

Additional Original Parcels (for Land Transfers): Click or tap here to enter text.

Parcel Identification Number: Click or tap here to enter text.

A **legal description** and **survey drawing** of the original parcel(s) and the proposed parcels prepared by a professional surveyor must be provided with all land division and land transfer applications.

Division and Transfer Information

Land Division – Select this option when new parcels will be created. Land division applications start with 1 (or more) parcels that are proposed to be split into 2 (or more) parcels. Note that State Law only allows a parent parcel to be divided into four or fewer parcels.

Number of original parcels: Click or tap here to enter text.

Number of proposed parcels: Click or tap here to enter text.

Land Transfer – Select this option when lot lines separating two or more parcels are proposed to be reconfigured but no new parcels will be created. Land transfer applications start and end with the same number of parcels involved.

Number of parcels involved: Click or tap here to enter text.

Lot combinations are handled through the City Assessor's office, not the Planning Department.

Zoning District Dimensional Standards Information

All proposed land divisions and land transfers must comply with the minimum lot area and minimum lot width requirements for the zoning district in which they are located. Dimensional standards for each zoning district are provided in Section 5.17, Tables 5.17-1, 2, 3, 4, and 5 of the Unified Development Code. Copies of the UDC are available to download at www.a2gov.org/udc. Zoning maps are available for online viewing at www.a2gov.org/zoning.

Zoning Designation of Original Parcels: Click or tap here to enter text.

Minimum Lot Area Required: Click or tap here to enter text.

Lot Area of Smallest Proposed Parcel: Click or tap here to enter text.

Minimum Lot Width Required: Click or tap here to enter text.

Lot Width of Narrowest Proposed Parcel: Click or tap here to enter text.

Further, any existing structure that will not comply with the minimum required setback (either less than the minimum required setback or cut by a proposed lot line) must be relocated or demolished before a land division or land transfer can be approved.

- There are no existing structures on the original parcel(s).
- All existing structures will continue to comply with required setbacks after proposed division or transfer.
- The proposed division or transfer will result in an existing structure that does not comply with required setbacks, and will be relocated or demolished prior to approval.
- The proposed division or transfer is located in a nonresidential zoning district and the distance between the front lot line and the public right-of-way is at least equal to the required front setback.

Lot Accessibility Information

Access to a public street is required for all parcels in accordance with Section 5.21.4 of the Unified Development Code. Indicate how the proposed parcels will access a public street:

- All proposed parcels abut a public right-of-way or a private street easement.
- The original parcel is located in an R1 zoning district, AND no more than two proposed parcels will be “landlocked,” AND a minimum 30-foot wide unobstructed access and utility easement is proposed as the only means of access to the proposed parcel(s). See Section 5.21.4.A.4 for all requirements of “landlocked” R1 parcel access and utility easements.
- The original parcel is located in a nonresidential zoning district, AND an easement is proposed meeting the requirements for “landlocked” parcels in nonresidential zoning districts of Section 5.21.4.A.3.

Required Application Materials

The following information is required with all land division and land transfer applications and must be uploaded with your online application.

- Complete Application Form including names of all parcel owners involved
- Legal Description and Survey Drawing by a professional surveyor of all original parcels and proposed parcels
- Access and utility easements, if applicable

Address Assignments

Addresses for new parcels will be assigned by the City of Ann Arbor GIS Coordinator. Your approval letter will indicate the address assignments for existing and new parcels.

Approval Criteria

In accordance with State Law and the Unified Development Code, complete applications for land divisions will be reviewed and approved for up to four child parcels if all proposed parcels meet the dimensional standards and access requirements for the zoning district in which they are located and will not create any nonconformities. Please note that approval of a land division is not a determination that the resulting parcels comply with other ordinances or regulations, or are “buildable.”