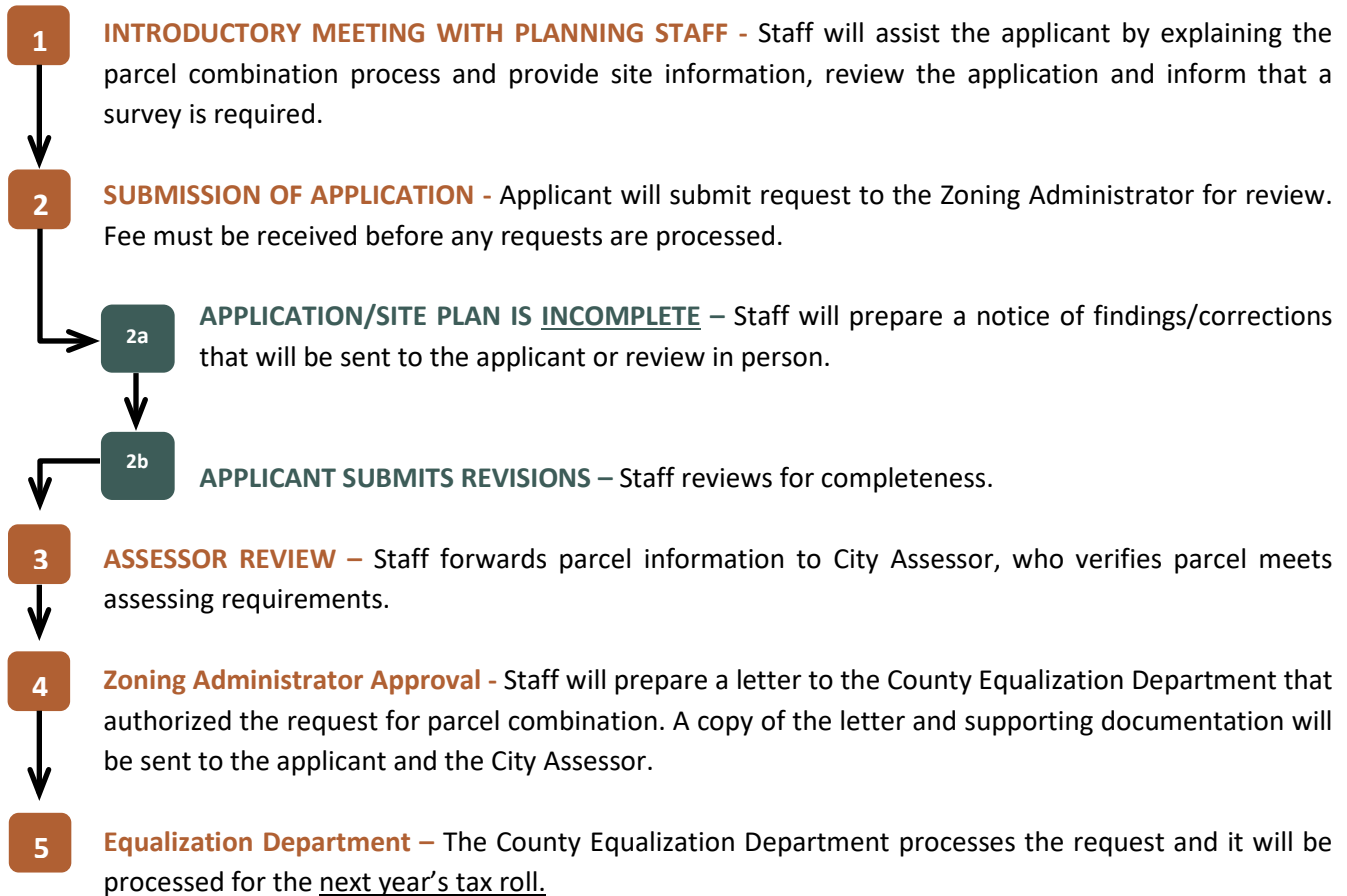




Parcel Combination Requests Planning and Zoning Department A Step-By-Step Guide



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		
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. The City does not conduct a title search for the property.		
To update their property taxes the property owner should send a copy of the determination to: County Equalization Department 415 Third Street Manistee, MI 49660		
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.		
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		
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.		
Authorization		
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.		
Signature: _____ Date: _____		
<input type="checkbox"/> \$50.00 Fee enclosed and Site Plan for project attached (permit cannot be issued without site plan)		
Office Use Only		
Fee: <input type="checkbox"/> \$50.00	Receipt #	
Notes:		
Signature: _____ Date: _____		