



DEPARTMENT OF PLANNING AND DEVELOPMENT

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Mayor

SIDE LOT DISPOSITION APPLICATION PROCEDURES

STEP 1: APPLICATION INTAKE

Applicant receives side lot transfer application

Applicant verifies that the lot meets the following requirements:

- The property requested is located in the City of Flint.
- The property requested is currently owned by the City of Flint.
- The property requested is vacant real property with no structure on the site.
- The property requested is next to the applicant's property with at least a 75% common boundary line at the side or a 100% common boundary line at the rear.
- The applicant is the owner and living in the property next to the requested property.
- This application is for one parcel only. *(Priority is given to property that is not large enough for a separate residential or commercial structure.)*

STEP 2: SIDE-LOT APPLICATION APPROVAL

Applications are processed on a first come – first serve basis. City verifies applicant requirements listed above and verifies that Applicant is a Qualified Purchaser. Zoning Coordinator or designee routes Good Standing Certification to all appropriate departments/divisions, including Customer Service, Assessing, Building Inspections, and Law. If there is no other interest in the property, the Zoning Coordinator processes side-lot application.

STEP 3: ADMINISTRATION APPROVAL

Once a buyer's application has been approved, a resolution packet will be drafted and forwarded to the City Administrator for approval and presentation to Flint City Council.

STEP 4: CITY COUNCIL APPROVAL

From the City Administrator's office the resolution package will be sent to City Council for final approval

STEP 5: GRANTING OF SIDE LOT TRANSFER

After the sale is approved by City Council resolution, the \$501 side-lot disposition and \$30 recordation fee is due and the closing documents for property transfer shall be prepared and the transaction completed with the purchaser.

STEP 6: RECORD DEED

Zoning Coordinator or designee record Quit Claim Deed with the Genesee County Register of Deeds