



IRA TOWNSHIP

7085 Meldrum
Fair Haven, MI 48023

Phone: (586) 339-3952
buildingofficial@iratownship.org – Building
assessor@iratownship.org - Assessor

APPLICATION FOR:
Property Combination
&
Property Line Adjustment
\$75.00

MAY 2023

Cash Receipting Code: SPLIT

Date Received: _____
Receipt #: _____
Name: _____

Date Paid: _____
Check #: _____
Phone #: _____

Property Owner Information:

Name: _____ Phone: _____

Address: _____

Current Legal Description(s) Subsequent Parcel(s):

Current Legal Description(s) Subsequent Parcel(s):

New Combined or Property Line Adjustment Legal Description(s):

Date: _____
Property Owner's Signature

Application for property combination or property line adjustment must include property survey with all legal descriptions (***signed and sealed by a professional surveyor***) showing location of all buildings & improvements. Must have approval from the GIS department (see attached sheet). **All taxes and special assessments must be current.** Property Combinations and Property Line Adjustments are checked by the Building Official and approved by the Township Supervisor.

For Office Use Only

Zoning Classification Parcel 1 _____ Parcel 2 _____
Land Improvements Parcel 1 _____
Parcel 2 _____

Checked by the Building Official: _____ Date: _____

Property Combination Authorized by Supervisor: _____ Date: _____

Property Line Adjustment Authorized by Supervisor: _____ Date: _____



MAY 2023

IRA TOWNSHIP

7085 Meldrum
Fair Haven, MI 48023

Phone: (586) 339-3952

buildingofficial@iratownship.org – Building

assessor@iratownship.org - Assessor

APPLICATION FOR:

Property Combination

&

Property Line Adjustment

\$75.00

Cash Receipting Code: SPLIT

PROCEDURES

LOT COMBINATION OR PROPERTY LINE ADJUSTMENT

Has the applicant talked to the Building Inspector to make sure this is possible?

1. Fill out application and sign.
2. Attach a signed and sealed survey along with all the approved paperwork.
3. Pay fee of \$75.00 to Ira Township.
4. Submit to Building Inspector for review and signature.
5. Email (LEbner@stclaircounty.org) or fax (810-966-2566) to Laurie Ebner at St. Clair County Treasurer's Office.
6. Applicant should receive an invoice for \$30.00 to approve from St. Clair County Treasurer's Office.
7. Bring all original paperwork back to Township for Building Inspector and Supervisor approval.
8. Once approved, the Assessor will email to the St. Clair County Treasurer's Office for processing. Once new parcel number(s) is/are assigned by the Treasurer's Office the Assessor will process. A copy will be sent to the Applicant by the Assessor.

REQUEST FOR PROPERTY SPLIT/COMBINATION

Tax Parcel(s) to be split/combined 74- _____

Owner(s) signature _____

Phone Number _____ Date ____/____/____

Municipality Preliminary Review

_____ Zoning Compliance for intended use (depth x width, acreage, frontage, access)

Municipality Signature _____ Date ____/____/____

Land Management Review for compliance of P.A. 591 of 1997 (Land Division Act of 1997)

Reference # _____

- Must provide a survey or drawing to scale with dimensions at time of review

Parent Parcel Tax Number(s) 74- _____

Total acreage of parcels _____ Number of available splits _____

_____ Platted Parcel Existing divisions _____ Requested Divisions _____

_____ New Taxable Parcel being created Requesting number of divisions _____

_____ Combination/Adjustment of Property lines (exempt from division)
with parcel(s) _____

_____ Owner Name _____

_____ Meets PA 591 _____ Doesn't meet PA 591

Notes: _____

_____ \$25.00 County Admin Fee _____ \$5.00 Tax Certification Fee

_____ Delinquent Taxes – This is to certify that there are no tax liens or titles on this property and that the taxes are paid for FIVE YEARS previous to the date of this instrument. This certification does not include taxes, if any now in the process of collection by the City, Village or Township Treasurer.

Reviewer Signature _____ Date ____/____/____

The above review is for the compliance of P.A. 591 only.
Final approval of property splits/combinations by the Municipality is still required.

******THIS REVIEW EXPIRES AFTER A PERIOD OF ONE YEAR ******

MCL 560-109 Municipality shall approve/disapprove proposed division within 45 days after filing completed application of proposed division with assessor or other municipality designated official.

Municipality Final Review and Approval

_____ Adequate and Accurate legal descriptions (must be provided and attached) MCL 560.109 sect (1) (a)

_____ Accessibility. Driveway or existing easements provides vehicular access to existing roads or streets.

_____ Public Utility Easements. (gas, electricity, water, sewer, telephone)

_____ Taxes Current (responsibility of municipality)

_____ Courtesy TAX BILL SHOULD BE issued allocate values-turn into Treasurer for proper billing of current year

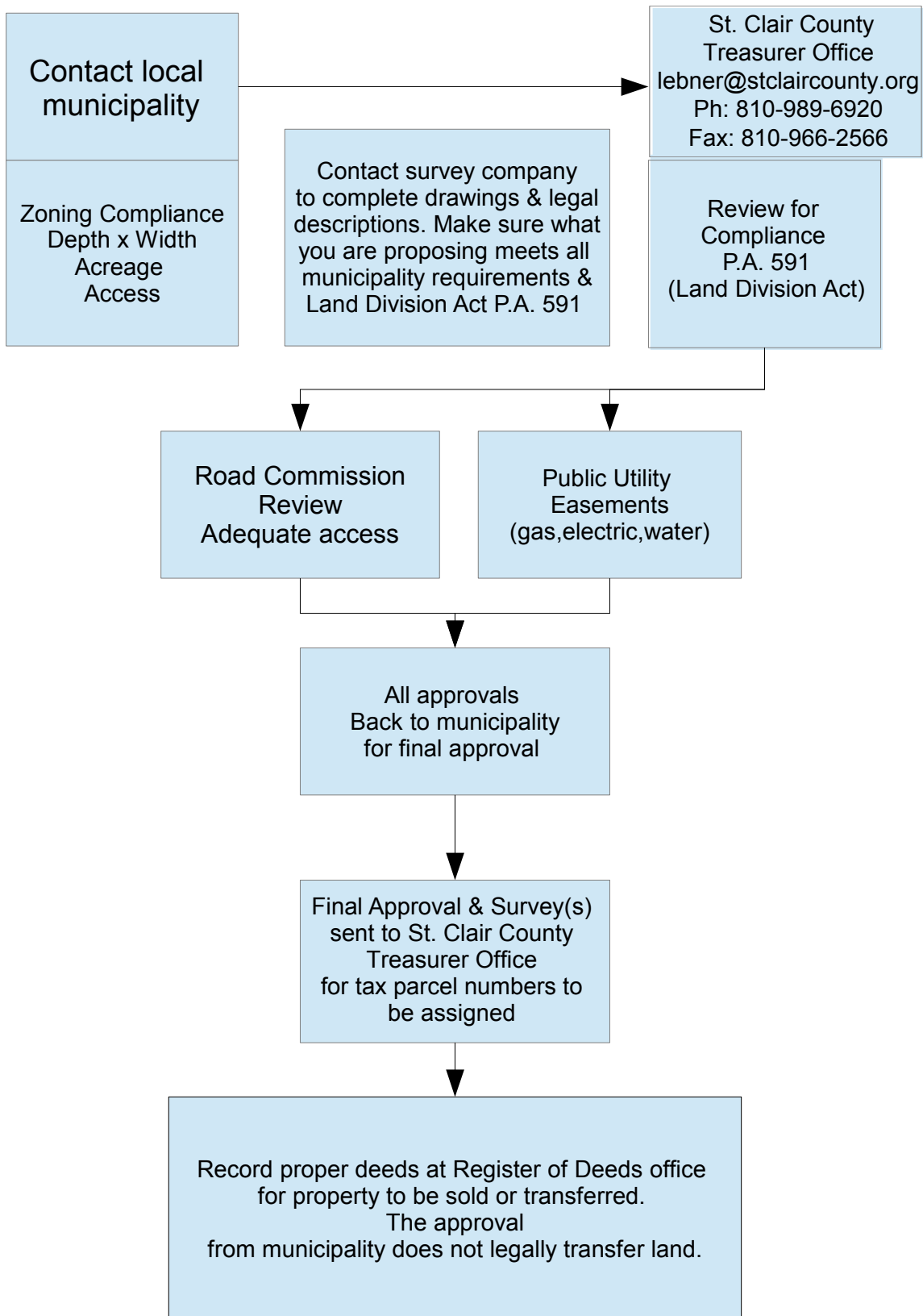
_____ Approved _____ Disapproved

Notes: _____

Municipality Signature _____ Date ____/____/____

- The above signature authorizes for new parcel splits/combinations to be added to tax roll

Workflow for Splitting or Combining Property in St. Clair County



Updated: 06/05/19

St. Clair County Treasurer Office

Monday-Friday
Hours: 8:00 a.m. – 4:30 p.m.
Phone:(810) 989-6920
Website: www.stclaircounty.org

How to Split or Combine Property in St. Clair County

The County of St. Clair assists in the maintenance and updating of property descriptions, taxpayer name and address records for all 31 local assessing units (23 townships, 8 cities and 2 villages). Available to residents are property maps, which are updated as new information is obtained and aerial photos.

Property Split and Combination CHECKLIST:

1. Contact your local municipality to verify the zoning requirements; frontage/acreage, usage, access. This is to assure requested change meets the local ordinances.
2. **IF** creating a new taxable parcel, acquire documentation to show adequate easements for public utilities as per the State Land Division Act. This involves contacting the local municipality to find what utility easements will be necessary. A combination or transfer to adjacent parcel should not need to have easements done, as they most likely are already in place, please check with your local municipality to make sure everything is in order.
3. Submit application including sketch or survey to St. Clair County Treasurer Department to lebner@stclaircounty.org or FAX 810-966-2566 for review of Land Division Act PA 591 for proposed split/combination. (ownership, delinquent taxes, parent parcel 1997, splits available, transferred & remaining, re-divisions available) Questions may be directed to (810) 989-6920. An administration fee of \$25 & a tax certification fee of \$5 is billed at the time for processing. (\$30)
4. Contact the St. Clair County Road Commission for a driveway evaluation on the resulting parcels. Contact utility companies for verification of proper easements if needed. These are requirements of the Land Division Act (P.A. 591)
5. Submit all your approval letters, completed land division application, survey including new property descriptions to the municipality for final approval. Once this is submitted the township has 45days to issue an approval or denial, per the Land Division Act (P.A. 591)
6. A copy of the land division application, approvals, legal descriptions for all parcels and necessary documents need to be returned to the St. Clair County Treasurer Office for new tax identification numbers to be assigned. This adds the property to the current year working tax roll.
7. You can now sell or transfer the property. **Please note:** a legal name change and a deed with updated legal should be recorded with the register of deeds office for the split to be recognized per P.A. 591 and ownership to be properly transferred. If a new survey has been completed, PA 132 states a certified copy of that survey shall be recorded with the Register of deeds at the time of conveyance of title. (i.e the survey and deed should be recorded at ROD at same time) This makes the survey “of record”.

Timeline for Processing Splits and Combinations

- FEBRUARY 15 – splits approved prior should be entered at municipality for MBOR approval
- MARCH – splits/combos posted
- APRIL 4 – Local units **MUST** have their rolls turned into St. Clair County Equalization
- MARCH to MAY – **NO SPLITS/COMBOS** processed due to Equalizations preparing the tax rolls for the State
- JUNE – splits/combos posted
- SEPTEMBER – splits/combos posted
- DECEMBER – splits/combos posted

Contacts

St. Clair County Road Commission, 21 Airport Drive, St. Clair MI 48079-1404, PERMITS DEPARTMENT, (810) 364-5720 or sccrc@michi.com FAX (810) 364.9050 website <http://www.sccrc-roads.org/>

City, Township and Village listing of telephone numbers and websites can be found at <http://www.stclaircounty.org/Offices/treasurer/Cities.aspx>

Detroit Edison, Right Of Way Department, (586) 783-1932, FAX (586) 783-1981

AT & T, Right Of Way Department, 54 Mill St. P O Box 30, Pontiac MI 48342, FAX (248) 972-0001 or Angela Wesson at (248) 456-0361 or ad3245@att.com

SEMCO Energy, Right of Way Department, 1411 Third Street Suite A, Port Huron MI 48060, Patrick Hurd, Engineer (810) 887-3041 FAX (810) 887-4233 email Patrick.hurd@semcoenergy.com

Comcast, Construction Division, Lake Huron Construction Division, 6095 Wall Street, Sterling Heights MI 48312, office phone (586) 883-7250 Construction Department Jim Stitzel (586) 883-7253 (prefers to be contacted via phone in the morning) FAX (586) 883-7406 james_stitzel@cable.comcast.com

Resources

A listing of Cities, Townships and Villages can be found at this website <http://www.stclaircounty.org/Offices/treasurer/Cities.aspx>

If you need an official tax roll, contact your local township assessor.

LAND DIVISION ACT 288 of 1967 - <http://www.legislature.mi.gov/>