



IRA TOWNSHIP

7085 Meldrum Rd

Fair Haven, MI 48023

Phone: (586) 725-0263 Fax: (586) 725-8790

LAND DIVISION APPLICATION

Parent Parcel No.: _____

Amount Paid: _____

Date Submitted: _____

Receipt No.: _____

LAND DIVISION PROCEDURES

Approval of a division of land is required before it is sold, when the new parcel is less than 40 acres and not just a property line adjustment. This form is designed to comply with applicable local zoning, land division ordinances and Section 109 of the Michigan Land Division Act. **One (1) original and One (1) copy of Application along with all attachments must be submitted with the appropriate fee.**

I. *LOCATION* of parent parcel to be split:

Address: _____ or Road Name: _____

Legal Description of Parent parcel (attach extra sheet (s) if needed): _____

2. *PROPERTY OWNER* Information:

Name _____ Address _____ City: _____

State: _____ Zip Code: _____ Phone: _____ Email: _____

3. *APPLICANT* Information:

Name _____ Address _____ City: _____

State: _____ Zip Code: _____ Phone: _____ Email: _____

ALL TAXES AND SPECIAL ASSESSMENTS MUST BE CURRENT PRIOR TO TOWNSHIP BOARD APPROVAL.

4. *ATTACHMENTS* (all attachments must be included). Letter each attachment as shown here or note "not applicable".

___ A. I. A survey sealed by a professional surveyor, at a scale of _____ (insert scale). Of proposed division (s) of parent parcel:

The survey must show the parent parcel and all splits.

(1) Current boundaries (as of March 31, 1997)

(2) All Previous divisions made from March 31, 1997 to date (indicate made or none).

(3) The proposed division (s)

(4) Dimensions of the proposed divisions.

(5) Existing and proposed road/easement rights-of-way.

(6) Any existing improvements (buildings, wells, septic systems, driveways, ponds).

___ B. Indication of approval, or permit from County Road Commission, MOOT, or Township for each proposed new road or easement.

___ C. Letter or indication from Detroit Edison or other utilities for use and easements for such.

___ D. A copy of any transferred divisions rights (109(4) of the Act) in the parent parcel. County of St. Clair GIS will provide a letter of review.

5. *PROPOSAL* (Describe the division (s) being proposed):

A. Number of new Parcels:

B. Intended use (residential, commercial, etc.): _____

C. The division of the parcel provides access to an existing public road by (*check one*):

___ Each new division has frontage on an existing public road.

___ A new public road, proposed road name _____
(road name cannot duplicate an existing road name)

___ A new private road or easement, proposed road name: _____
(road name cannot duplicate an existing road name)

___ A recorded easement (driveway) (cannot service more than one potential site)

D. Write here or attach a legal description of the proposed new road or easement (attach extra sheets if needed). _

E. Write here or attached a legal description for road proposed for the parcel (attach extra sheets if needed). _____

6. *FUTURE DIVISIONS:*

A. The number of future divisions being transferred from the parent parcel to another parcel. _____

B. Identify the other parcel: _____
(See section 109(2) of the Statute. Does your deed include both statements as required in section 109(2), 109(3) and 109(4) of the Statute?)

7. *DEVELOPMENT SITE LIMITS: (please check)*

___ Is riparian or littoral (it is a river or lake front parcel).

___ Is within a wetland

___ Is within a floodplain

___ Is on soils suspected to have severe limitations for on-site sewage systems

___ Is known or suspected to have an abandoned well, underground storage tank, or contaminated soil.

8. FEES FOR LAND SPLITS: **\$125.00**

Applicant is responsible for all fees and expenses in addition to the above. Any Attorney, Planner or Engineering fees incurred by the Township for this division must be paid in full prior to approval or recording of this division.

AFFIDAVIT and permission for Township, County and State official to enter the property for inspections:

I agree the statements made above are true and if found not be true, this application and any approval will be void. Further, I agree to comply with the conditions and regulations provided with this parent parcel division. Further, I agree to give permission for officials of the municipality, county, and the State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify that the information/on the application is correct at a time mutually agreed with the applicant. Finally, I understand this is only a parcel division which conveys only certain rights under the applicable local and division ordinances, the local land of 1976, as amended (particularly by P.A. 591 of 1996), MCL 560.101 et. seq.,) and does not include any representation or conveyance of rights in any other stature, building code, zoning ordinance, deed restriction or other property rights. Finally, even if this division is approved, I understand zoning, local ordinances and State Acts change from time to time, and if changed the divisions made here must comply with the new requirements (apply for division approval again) unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

Property Owner's Signature: _____ Date: _____

For Office Use Only

Reviewer's Action:

Taxes: _____ (must be paid yes or no)
Special Assessments: _____ (must be paid yes or no)

Total Paid: \$ _____
Check or Cash: _____
Receipt: _____

_____ Recommend Approval with Conditions (if any): _____

_____ Recommend Denial: Reasons _____

Review's Signature: _____ Date: _____

ST CLAIR COUNTY PROPERTY SPLIT/COMBINATION CHECKLIST

Approvals of property splits/combinations are only granted by the Municipality/Assessor

This review is in compliance of P.A. 591, MCL 560.109 and MCL 211.135

*Specifically: A Municipality shall approve/disapprove proposed division within **45 days** after filing completed application of proposed division with Assessor or other authorized municipality official.*

TO COMPLETE

Step #1 - OWNER

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

Owner(s) signature _____

Phone Number: _____ Date: ____/____/____

Municipality Zoning/Building Department Preliminary Review (if applicable). Note Zoning Compliance is for intended use of (depth x width, acreage, frontage, access).

Municipality Zoning/Bldg. Department Signature (if applicable): _____ Date: ____/____/____

TO COMPLETE

Step #2 - COUNTY

St Clair County Review for compliance of P.A. 288 of 1967 and P.A. 591 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 parcel(s): _____ Number of available splits: _____ Re-division Splits: _____

_____ Platted Parcel _____ Platted Existing divisions: _____ Platted Requested Divisions: _____

_____ New Taxable Parcel being created _____ Requesting number of divisions: _____

_____ Property lines (exempt from division) with parcel(s) _____

_____ Recorded Owner Name(s): _____

_____ In-Compliance with P.A. 591 _____ Non-Compliant with P.A. 591

Notes: _____

_____ \$30 County Fee Collected

_____ County Treasurer Tax Certification Complete – Pursuant to PA 288 of 1967 MCL 560.109(ii), 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. This certification is only valid if signed below by an authorized Deputy of St. Clair County Treasurer.

St Clair County Signature: _____ Date: ____/____/____

****COUNTY CERTIFICATION EXPIRES AFTER MARCH 1ST WHEN ADDITIONAL TAXES ARE SUBJECT TO DELINQUENCY ****

Municipality 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, and Sewer, other applicable easements)

_____ Current Tax Year Paid in Full; (responsibility of municipality)

_____ Adjusted TAX BILL issued to allocate values-turn in Treasurer Tax Roll for proper billing of current tax year

_____ Approved _____ Disapproved

Municipality Notes: _____

Municipality/Assessor Signature: _____ Date: ____/____/____

➤ The above signature authorizes the new parcel splits/combinations legal descriptions to be added to tax rolls, county equalization BSA rolls, other applicable databases, and collection of all applicable fees for both Municipal and County costs related to the split/combination processing.

TO COMPLETE

Step #3 - MUNICIPALITY

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 45 days 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/>