

## 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 1<sup>ST</sup> 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

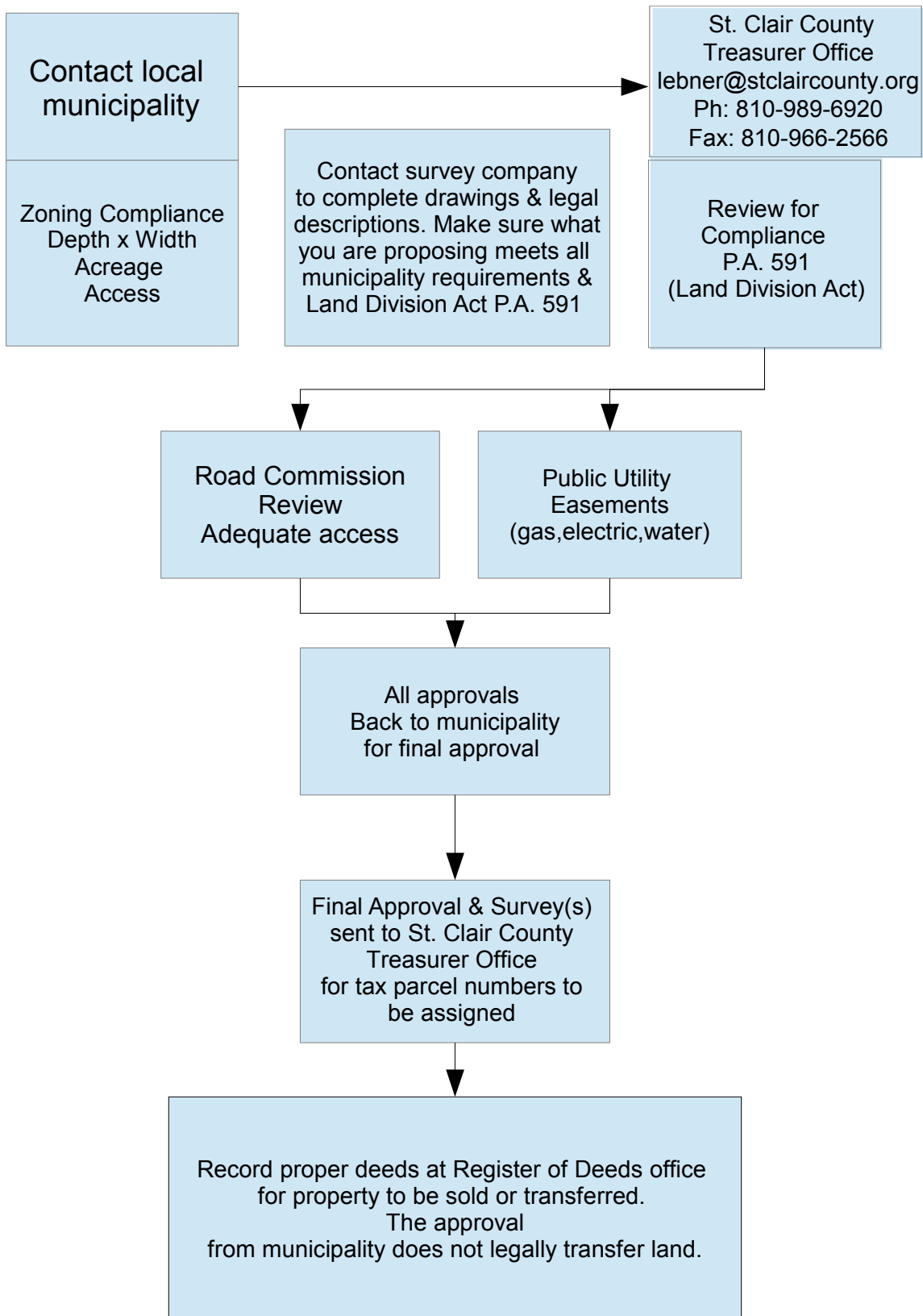
Step #3 – MUNICIPALITY



## 30.00

[lebner@stclaircounty.org](mailto:lebner@stclaircounty.org)

# 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](http://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](mailto: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/>