

Lot Split Application

1. APPLICANT

DATE: _____

Name _____ Street Address _____

City _____ State _____ Zip Code _____ Cell Phone _____

Home Phone _____ Email Address _____

2. OWNER

Name _____ Street Address _____

City _____ State _____ Zip Code _____ Cell Phone _____

Home Phone _____ Email Address _____

3. SIGNATURES REQUIRED

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

4. PARCELS

How many parcels are there now, BEFORE the split/combination? _____ How many parcels will there be AFTER?

List the sidwell numbers of all existing parcels before the lot split/combination _____

5. ATTACHMENTS REQUIRED

- Documentation verifying ownership or interest in property (i.e. warranty deed, land contract, lease, etc.).
- Proof that all taxes have been paid. All property taxes, special assessments, water bills and invoices attributable to the land, including delinquencies, MUST be paid in full, before the property can be split or combined.
- Fee: \$200 Application Fee + Consultant Fee Plus 10%
- 3 copies of a map showing all existing parcels in be included in split/combination. Include the legal description of each parcel.
- 3 copies of a map that show (a legal survey may be required by Assessor):
 - Correct scale (no less than 1" = 50' for less than 3 acres, 1" = 100' if more than 3 acres) and North point.
 - Legal description and dimensions of all created parcels.

**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