

From the Desk of the Riley Township Assessor

**13042 BELLE RIVER RD.
RILEY TOWNSHIP, MI 48041
Phone (810)392-2326 FAX (810)392-2918**

****OFFICE USE ONLY: To be filled out by the assessor****

Land Split/Combo/Lot-line Adjustment - Workflow

Case # 20 _____ - _____

Owner: _____

Request for Property Split/Combo/Lot-line Adjustment – **REVIEWED** by Zoning Administrator for Township Compliance

Zoning Administrator Approval:

_____ Zoning Administrator Signature

Parcel Division Application (2 pages)
- with **ALL** supporting documentation

DTE Land Split Service Application

Check made out to Riley Township for all applicable fees

- # of Splits/Comb _____ X \$143.75 per = \$ _____

-Parent Parcel # 29- _____ - _____ - _____

All must be checked

Review-County Request for property split/combo/lot line adjustment and delinquent tax certification (county fee is \$25 + \$5 = \$30)

! Remove Refuse From **Retired** Parcel



Assessor's Signature _____

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Instructions for Property Splitting/Combining/Adjusting Lot-lines

FEES DUE:

Township- \$143.75 per Split/Combo/Lot-line Adjustment
County- \$30 billed separately

Step 1 – Fill out Township Application

- ❖ Zoning Requirements: Zoning Admin will review frontage, acreage, and depth x width ratio (4:1)
Note: A drawing or copy of the tax map may be a good starting point. Paying for a survey and then paying again for corrections could be costly if the proposed split does not meet requirements.

Step 2 – County Review (The application will be sent FROM the Township, not property owner)

- ❖ Fill out a County Application
 - ✓ A drawing or survey to process the review is required
 - ✓ A \$30 County Review/Delinquent Tax certification charge is required.
 - ✓ Status of PARENT PARCEL as of 3/31/97
 - Has the parent parcel been split or sold?
 - If so, were children parcels deeded?
 - How many divisions transferred?
 - If the split has been 10yrs are re-divisions available?
 - Any delinquent taxes?
 - Who is the owner on record?
 - Are there any delinquent taxes? If so, split cannot be processed.

RESIDENT RESPONSIBILITY: The resident should contact the Road Commission, Edison and SEMCO for approvals. There is a good chance these exist for existing homes. On a new split it is highly recommended easement approvals are done. There have been parcels that have ended up with no Edison easement in the past.

Step 3 - Township Final Approval

- ✓ Includes easement rights from Road Commission, Edison, SEMCO (if applicable) and survey. *NOTE: The LDA (Land Division Act) gives 45 days from this point for either an approval or denial of the request.*
- ✓ Make sure current taxes (if owing) are **paid** at time of approval – any that go delinquent are subject to split being **reversed** whether parcel has been sold or not.
- ✓ Splits done *prior* to June Tax Billing should be processed by assessor for 20__ working roll and then should be given to Township Treasurer so they may bill correctly for the following year's tax bill.

Step 4 - Return to County for Processing

- ✓ Assign tax ID numbers and enter into BS&A. *NOTE: If Township turns in on a Monday, it is **generally** available the same week. Viewable on: www.stclaircounty.org. County does a quarterly split sheet available on web for copy and paste of legals into their BS&A tax database. Using this is recommended to keep legals consistent with the county.*

RESIDENT RESPONSIBILITY: The Resident is responsible for recording any new deeds, surveys and recording original survey prior to any sale deeds. A new deed can be recorded at the ROD office if needed.

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13042 BELLE RIVER RD.
RILEY, MI 48041
Phone (810)392-2326 FAX (810)392-2918

Parcel Division Application

NOTE: You MUST answer all questions and include all attachments, or this will be returned to you. Bring or mail to Riley Township at the above address. There is a charge of \$143.75 per split.

Approval of division of land is required before it is sold, when a new parcel is less than 40 acres and not just a property line adjustment (Sec 102 e & f)

*This form is designed to comply with Sec 108 and 109 of the Michigan Land Division Act (formerly the subdivision control act P.A 288 of 1967 as amended (particularly by P.A 591 of 1996 and P.A 87 of 1997. MCI 560 et seq). **Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations.***

1. LOCATION OF PARENT PARCEL to be split:

Address _____ Road Name _____

PARENT PARCEL IDENTIFICATION NUMBER: 74-29- _____

Parent Parcel Legal Description (DESCRIBE OR ATTACH) _____

2. PROPERTY OWNER INFORMATION:

Name: _____ Address: _____

Zip Code: _____ Phone: (____) _____

3. PROPOSED DIVISION(S) TO INCLUDE THE FOLLOWING:

A. Number of new parcels: _____

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

C. Each parcel has a width of _____ (not less than required by ordinance)

D. Each parcel has an area of _____ (not less than required by ordinance)

E. The division of each parcel provides access as follows: (check one)

Each new division has frontage on an existing public road. Road Name: _____

A new public road. Proposed Road Name: _____

F. Describe or attach a legal description of proposed new road: _____

G. Describe or attach a legal description for each proposed new parcel: _____

4. **FUTURE DIVISIONS** being transferred from the parent parcel to another parcel. Indicate number transferred _____. (See section 109 (2) of the Statute. Make sure your deed includes both statements as required in 109 (3&4) of the Statute.)

5. **DEVELOPMENT SITE LIMITS** (Check each which represents a condition which exists on the parent parcel)

- | | |
|---|--|
| <input type="checkbox"/> Waterfront property (river, lake, pond, etc.) | <input type="checkbox"/> Includes wetlands |
| <input type="checkbox"/> Within a flood plain | <input type="checkbox"/> Includes a beach |
| <input type="checkbox"/> On muck soils or soils known to have severe limitations for on site sewage system. | |

6. **ATTACHMENTS:** All the following attachments **MUST** be included. Letter each attachment as shown:

- A. A certified survey for the proposed division(s) of the parent parcel showing:
 - 1. Current boundaries (as of March 31, 1997)
 - 2. All previous divisions made after March 31, 1997 (indicate when made or none)
 - 3. Proposed division
 - 4. Dimensions of the proposed divisions
 - 5. Existing and proposed road right-of-way(s)
 - 6. Easements for public utilities from each parcel that is a development site to existing public utility facilities
 - 7. Any existing improvements (buildings, wells, septic system, driveways, etc.) with the distance from the proposed new property lines.
 - 8. Any of the features checked in question #5.
- B. Approval from the St. Clair County Road Commission
- C. Approval from local utility companies
- D. A copy of any reserved division rights (sec. 109 (4) of the act) in the parent parcel.

7. **IMPROVEMENTS:** Describe any existing improvements (buildings, well, septic, etc., which are on the parent parcel or indicate none) _____

8. **AFFIDAVIT** and permission for municipal, county, and state officials to enter the property for inspections:

I agree the statements made above are true, and if found not to 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 this property where this parcel division is proposed for purpose of inspection. Finally, I understand this is only a parcel division, which conveys only certain rights under the applicable local land division ordinance and the State Land Division Act (formerly the subdivision control act P.O. 288 of 1967, as amended (particularly by P.A. 591 of 1996 and P.A. 87 of 1997), MCL 560.101 et seq.) and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinances, deed restrictions, or other property rights.

Finally, even if this division is approved, I understand 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 representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes in laws are made.

Property Owner Signature _____ **Date** _____

For Office Use Only: Reviewer's Action

Application Completion Date: _____ Approval Date: _____ Denial Date: _____

Reason For Denial: _____ (see attached)

Signature: _____

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.

Step #1 - OWNER
TO COMPLETE

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: ____/____/____

Step #2 - COUNTY
TO COMPLETE

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 ****

Step #3 - MUNICIPALITY
TO COMPLETE

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.



COUNTY OF ST. CLAIR



Professional Invoice

Date:
Invoice #:
Client #:

St Clair County Treasurer

To:

Ship to: (If different address)

Salesperson
L. Ebner

Ordered By:

Date Shipped:

Via:

Terms:
payment upon receipt

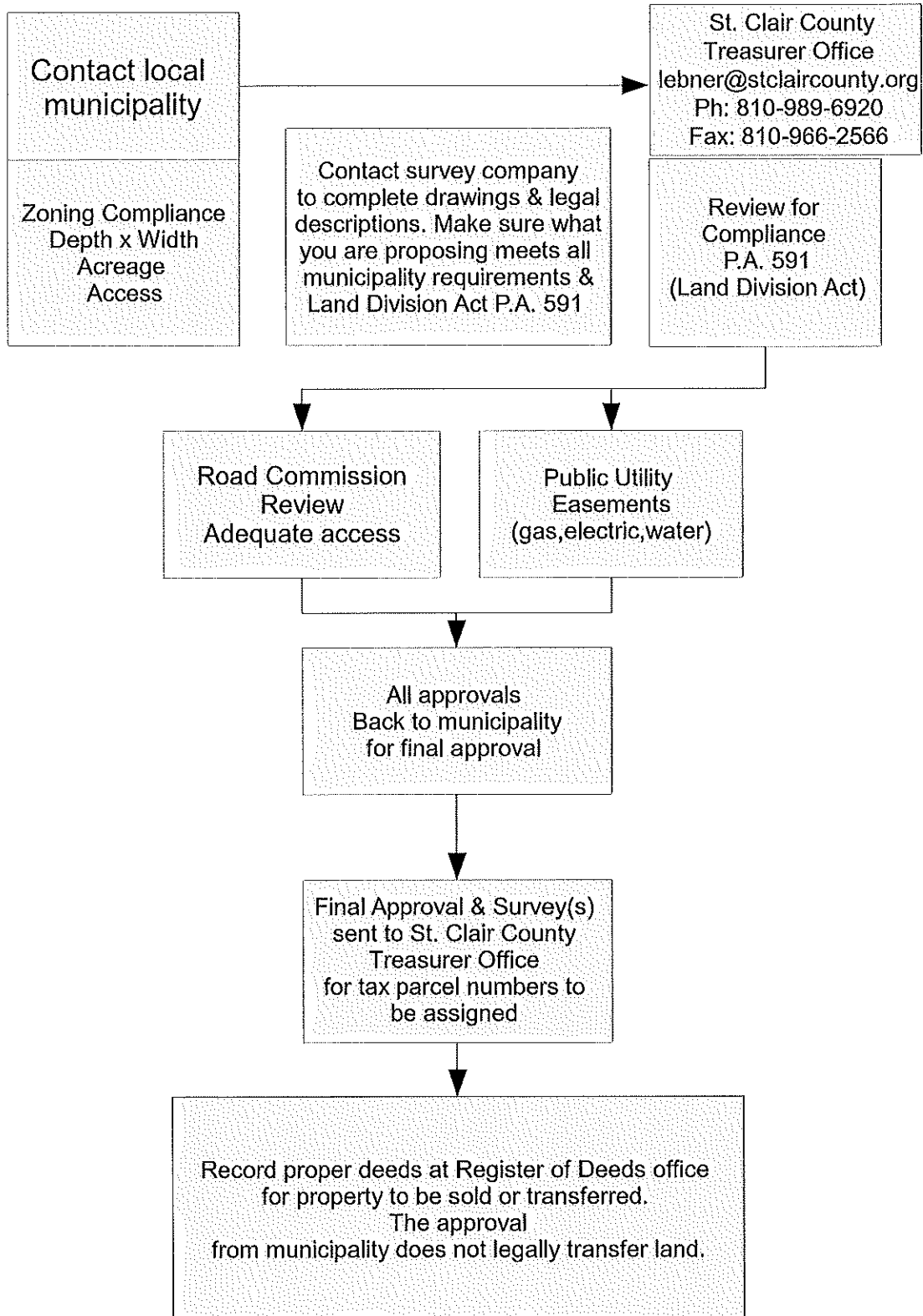
Project #:

Table with 4 columns: QTY, Description, Unit Price, Total. Includes rows for Split Administration Fee (25.00) and Tax Certification (5.00). Total Due: 30.00

Org Key 101253 Object Code 4689

St Clair County Treasurer
200 Grand River Ste 101
Port Huron, Michigan 48060-4017
Phone: 810-989-6920 Fax: 810-966-2566 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

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/>



LAND SPLIT

Service Application

Please complete and return your application to DTE, at the Regional Center address listed below.

(For DTE use) Work Order _____	Date Received _____
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Return Address:

Mt. Clemens Service Center, 43230 Elizabeth Rd., Clinton Twp. MI 48036

Joyce Dudek, Facilitator Right of Way

Phone: (586)783-1932 - Fax: (586)783-1981 - E-mail: joyce.dudek@dteenergy.com

Property Owner Name: _____

Current Address: _____

Phone Number _____

Name of person to be contacted in case of questions _____

Daytime Phone Number: () _____ Evening Phone Number:() _____

Property/Tax I.D. # _____

City/Township/Village: _____

If assigned by municipality:

Address No.: _____ Street Name: _____

Nearest intersection: _____

Subdivision name: _____

NOTE: The legal owner of the property must sign this application, unless the party acting instead of the legal owner has power of attorney or legal guardianship. Please provide proof of such.

Required Information

- a) **Proof of Ownership** – Recorded Warranty Deed/Land Contract with Title Deed OR Title Insurance Final Policy
- b) **Certified Survey** of Parent Parcel *showing splits*
- c) **Certified Survey** with written description of the proposed splits

NOTE: PLEASE ALLOW 4–6 WEEKS FOR PROCESSING.

Applicant's Signature: _____

Date: _____