



Port Huron Charter Township

3800 Lapeer Road
Port Huron, MI 48060

Date Received: _____

Application #: _____

Fee Paid _____

LOT CHANGE APPLICATION Rev 11/04/2025

APPLICANT INFORMATION

Name: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Alt Phone: _____ Fax: _____

OWNER INFORMATION - If different from Applicant.

Name: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Alt Phone: _____ Fax: _____

I respectfully request that the following be ☐ Split or ☐ Combined per the attached

Each application allows for one of the aforementioned actions. Separate applications must be submitted for multiple properties.

I agree that the statements made in this application are true to the best of my knowledge, and if found not to be true, this application and any approval based on the information provided herein will be void. I agree to comply with the conditions and regulations provided with this property division or combination. If necessary, I give permission to the officials of Port Huron Charter Township, St. Clair County and the State of Michigan to enter the property described herein to verify that the information provided is correct, at a time to be mutually agreed upon by the owner / applicant and the official. In the case of a property division, I understand that approval conveys only certain rights under the applicable division ordinance, zoning ordinance, and the State Land Division Act and does not include any representation or conveyance of rights in any other statute, building code, ordinance, deed restriction or any other property rights.

Signature of Applicant

Date

Signature of Property Owner

Date

Instructions:

In order for Port Huron Charter Township to review this application, all information requested must be provided and all three pages of the application must be filled out in their entirety. Any fees required must also be submitted with the application. Any application that is not complete will be returned to the applicant and will not be reviewed until such time as the applicant submits all necessary information. The application may be submitted in person or by mail to:

Assessing Department
Port Huron Charter Township
3800 Lapeer Road
Port Huron, Michigan 48060

REQUIRED ATTACHMENTS: *Any application submitted without **ALL** of the items below will be returned.*

Label all attachments with the corresponding letter below and submit with this application.

- ☐ A. Signed "Request for Split/Combination" Form from St. Clair Co. GIS Department
- ☐ B. Proof of Ownership
- ☐ C. Proof that taxes are paid in full on all properties involved
- ☐ D. A survey / drawing showing the following
1. Current Boundaries
 2. All divisions made after March 31, 1997. If none, so indicate.
 3. The proposed division or combination with all dimensions.
 4. Existing and proposed roads, easements (including public utilities), rights-of-way.
 5. All existing improvements (buildings, wells, septic system, public water / sewer, driveways, etc.)
- ☐ E. New legal descriptions for all properties involved.
- ☐ F. Detroit Edison Letter of Approval
- ☐ G. SEMCO Letter of Approval
- ☐ H. St. Clair County Road Commission Letter of Approval

☐ **Lot Split Property Information** – *Attach additional sheets where necessary*

Parent Parcel Property Tax ID #: 74 – 28 - _____ Section: _____

Parent Parcel Legal Description: ☐ *Check here if attached* _____

Planned Property Use Description: _____ Current Zoning: _____

of Existing Buildings on Property: _____ Building Use(s): _____

Proposed # of Parcels to be created: _____ (drawing and legal descriptions per attachments D & E)

Total Square Footage and Lot Dimensions after split: A. _____ Sq.Ft. Frontage _____ Depth _____

Total Square Footage and Lot Dimensions after split: B. _____ Sq.Ft. Frontage _____ Depth _____

Total Square Footage and Lot Dimensions after split: C. _____ Sq.Ft. Frontage _____ Depth _____

Total Square Footage and Lot Dimensions after split: D. _____ Sq.Ft. Frontage _____ Depth _____

☐ **Lot Combination Property Information** – Attach additional sheets where necessary

Property Tax ID #: A. 74 – 28 - _____ Property Tax ID #: B. 74 – 28 - _____

Property Tax ID #: C. 74 – 28 - _____ Property Tax ID #: D. 74 – 28 - _____

Legal Descriptions: ☐ Check here if attached per Attachments D & E

Planned Property Use Description: _____

Current Zoning: _____

of Existing Buildings on Property: _____ Building(s) Use(s): _____

Total Sq. Ft. and Lot Dimensions after combination: _____ Sq. Ft. Frontage: _____ Depth: _____

ASSESSOR Compliance: Yes _____ No _____ Date: _____

Remarks: _____

ZONING ADMIN/CONSULTANT Compliance: Yes _____ No _____ Date: _____

Remarks: _____

PLANNING COMMISSION Recommend Approval: Yes _____ No _____ Date: _____

Remarks: _____

TOWNSHIP BOARD Approved _____ Denied _____ Date: _____

Remarks: _____
