

## 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 \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### 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/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.

Step #2 – COUNTY  
TO COMPLETE

Step #3 – MUNICIPALITY  
TO COMPLETE



## COUNTY OF ST. CLAIR



| Professional Invoice  |                          | Date:<br>Invoice #:<br>Client #: |       |                                |
|---|--------------------------|----------------------------------|-------|--------------------------------|
| St Clair County Treasurer   |                          |                                  |       |                                |
| To: Property Owner/Address  |                          | Ship to: (If different address)  |       |                                |
| Salesperson<br>L. Ebner   | Ordered By:              | Date Shipped:                    | Via:  | Terms:<br>payment upon receipt |
| Project #:  |                          |                                  |       |                                |
| QTY:  | Description              | Unit Price                       | Total |                                |
|   | Split Administration Fee |                                  | 25.00 |                                |
|   | Tax Certification        |                                  | 5.00  |                                |
| Please send check payment to address below<br>Attention: Laurie Ebner<br>or<br>online payment accepted at<br><a href="http://www.stclaircounty.org">www.stclaircounty.org</a><br>quick link/property split information/pay split online |                          |                                  |       |                                |
| Subtotal<br>Invoicing Fee<br>Shipping Fee<br>Prof. Courtesy   |                          |                                  |       |                                |
| 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**

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