

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 _____ 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: ____/____/____

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 1ST 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.

TO COMPLETE

Step #3 – MUNICIPALITY

COUNTY OF ST. CLAIR



Professional Invoice

St Clair County Treasurer

Date: _____

Invoice #:**Client #:**

To: Property Owner/Address

Ship to: (If different address)

Salesperson
L. Ebner

Ordered By:

Date Shipped:

Via:

Terms:

payment upon receipt

Project #:

[illegible]

Description

Unit Price

Total	100	100	100
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Split Administration Fee

25.00

Tax Certification

5.00

Please send check payment to address below

Attention: Laurie Ebner

or

online payment accepted at

www.stclaircounty.org

[quick link/property split information/pay split online](#)

Subtotal

Invoicing Fee

Shipping Fee

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

lebner@stclaircounty.org