



# 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**

LaDonna Jackson-Right of Way Facilitator-(586) 783-1978

E-mail: [ladonna.jackson@dteenergy.com](mailto:ladonna.jackson@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: \_\_\_\_\_

## Article 11 Schedule of Regulations

Zoning Classification	Min Lot Size	Min. Lot Width (in feet)	Minimum Yard Setbacks (in feet)			Max. Bldg. Height (in feet)	Max. Lot Coverage	Minimum Landscaping Requirements
			Front	Side	Rear			
Agricultural (AG)	5 acres <sup>m, l</sup>	320	100	25	50	30	35%	No
Residential (R)	5 acres <sup>l</sup>	320	100	25	50	30	35%	No
Rural Estate (RE)	2.5 acres <sup>l</sup>	165	100	25	50	30	35%	No
Village Residential (VR)	2 acres <sup>a, l</sup>	165	100	25	50	30	35%	No
	10,890 sq.ft. <sup>b, l</sup>	66	40	15	50	30	35%	No
	5,445 sq.ft. <sup>c, l</sup>	33	40	0 or 15 <sup>e</sup>	50	30	35%	No
Mobile Home Park (MHP)	10 acres <sup>d, l</sup>	165	30	40	5	25	35%	No
Local Commercial (C)	--	60	25	0 or 10 <sup>f</sup>	15	25	--	Yes <sup>k</sup>
	/	60	<i>g</i>	<i>h</i>	<i>i</i>	<i>Unlimited<sup>j</sup></i>	--	Yes <sup>k</sup>
Light Industrial (I)	--	640	100	20	60	40	35%	Yes <sup>k</sup>
	/							

<sup>a</sup> Lot without Public Utilities.

<sup>b</sup> Single-family with Public Sewer and Water.

<sup>c</sup> Multi-family with Public Sewer and Water.

<sup>d</sup> The Planning Commission has the option to reduce the minimum lot size from 10 to 5 acres when reviewing the site plan. Each mobile home 'lot' shall have at least 5,000 square feet (sq.ft.) per mobile home unit. The 5,000 sq.ft. requirement may be reduced for one and only one lot up to a maximum of 20%, provided that the 'reduced lot' is at least 4,000 sq.ft. and an equal amount of land (1 sq.ft. for each sq.ft. of lot reduction) shall be dedicated as additional open space per Section 8.04.01 (ex. A proposed 4,500 sq.ft. lot would require an additional 500 sq.ft. of open space).

<sup>e</sup> At least one side yard set back must equal 15 feet.

<sup>f</sup> Side Yard Setback in Local Commercial is 0 feet unless the side lot line abuts a street. When the side yard abuts a street, the minimum *landscaped* side yard setback is 10 feet.

<sup>g</sup> Front Yard Setback for a building which exceeds 25 feet shall be calculated as follows: 25' + 1 foot for each foot of building over 25 feet (ex. A 34' building would require a minimum front yard set back of 34' feet. 34' - 25' = 9' of additional front yard set back.)

<sup>h</sup> Side Yard Setback for a building which exceeds 25 feet shall be calculated as follows: 0' or when the side yard abuts a street, 10' + 1 foot for each foot of building over 25 feet (ex. A 34' building that abuts a street would require a minimum side yard set back of 19' feet. 34' - 25' = 9' of additional front yard set back.)

<sup>i</sup> Rear Yard Setback for a building which exceeds 25 feet shall be calculated as follows: 15' + 1 foot for each foot of building over 25 feet (ex. A 34' building would require a minimum rear yard set back of 24' feet. 34' - 25' = 9' of additional front yard set back.)

<sup>j</sup> The height of a building is unlimited provided that all yard set back requirements are met.

<sup>k</sup> In order to upgrade the visual aesthetics of the community and protect against the loss of community character, not more than fifty percent (50%) of any required yard abutting a street shall be used for vehicular parking or driveways. The remaining area shall be landscaped and maintained.

<sup>l</sup> Private road rights-of-way shall not be included as part of the minimum lot size in all zoning classifications.

<sup>m</sup> Minimum Floor Areas for Single-Family Dwellings:

One or Two- Bedroom Dwellings	24 ft.side min. x length = 720 sq.ft
Three Bedroom Dwellings	24 ft.side min. x length = 960 sq.ft
Four-Bedroom Dwellings	1,200 sq.ft
Plus 120 sq.ft for each additional bedroom over four(4)	

\*Explanation; Agricultural Buildings WITH LIVESTOCK setback is 50' on side yard line.

# 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 1<sup>ST</sup> 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

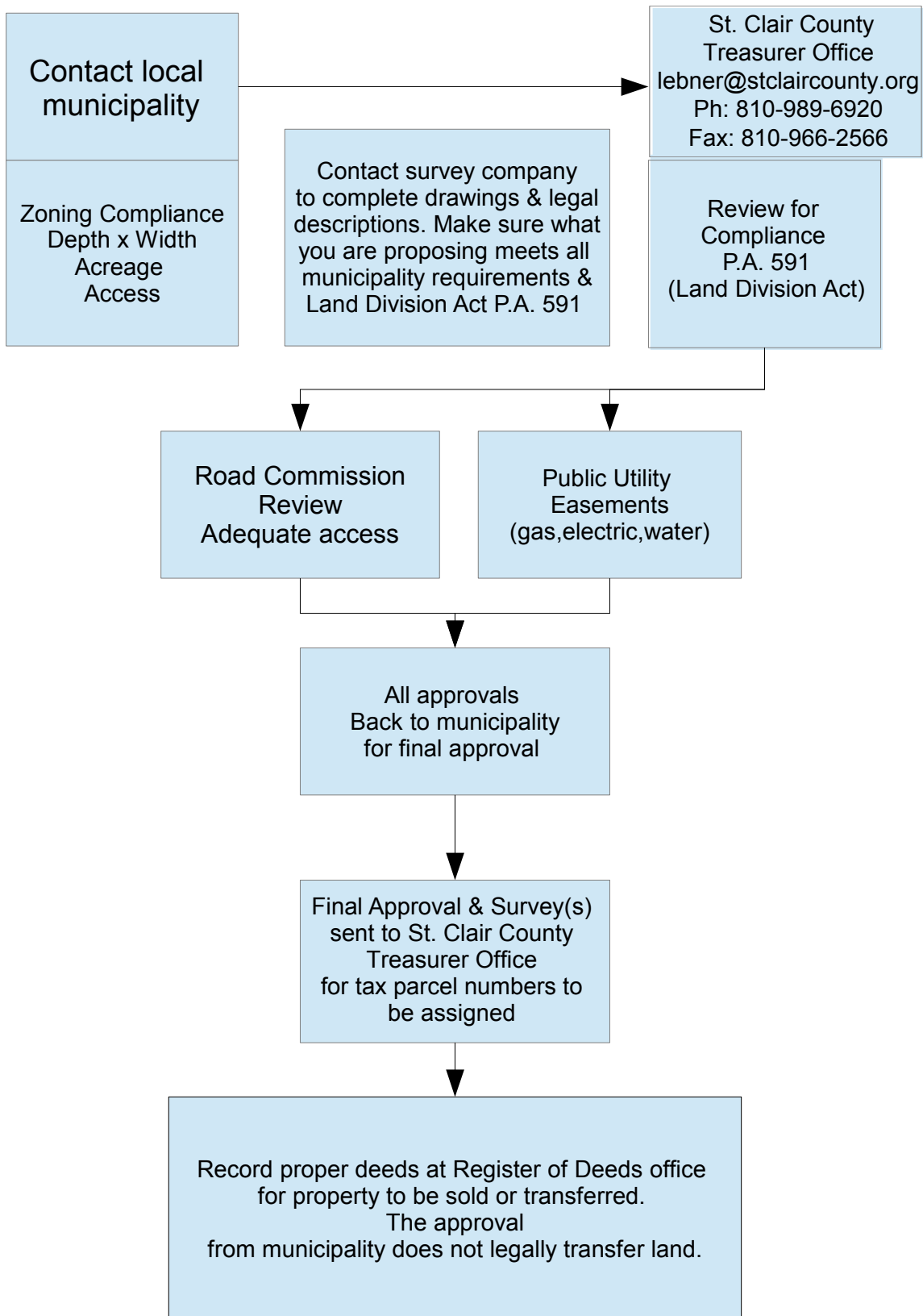
Municipality Notes: \_\_\_\_\_

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.



# 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](http://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](mailto: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](mailto: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](mailto: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](mailto: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/>

EMMETT TOWNSHIP 11100 Dunnigan Road Emmett, MI 48022  
Telephone: (810) 384-8070 Fax: (810) 384-6138 Email: [emmetttownship@gmail.com](mailto:emmetttownship@gmail.com)

**\$45 Application Fee**  
**\$80 Per New Parcel ID Created (following preliminary approval)**

## APPLICATION FOR APPROVAL OF LAND DIVISION and/or COMBINATION

Parcel Identification Number/s: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

In order to obtain preliminary approval, please submit a scaled drawing of the proposed combination/divisions, including buildings, water ways, drains, etc.

The requirements of Sec. 1, 2, 3 and 4 of the Land Division Control Ordinance are mandatory. All incomplete applications will be returned, without action, to the applicant.

**This preliminary lot has been denied.**

Assessor: \_\_\_\_\_ Date: \_\_\_\_\_

**This preliminary lot split has been approved for sixty (60) days. If Emmett Township has not received all completed paperwork within this time frame, you must reapply for a new preliminary approval**

### PRELIMINARY APPROVAL SIGNATURES:

Assessor: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Fee \$45 (please make checks/money orders to Emmett Township)**

Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date: \_\_\_\_\_

Rec'd by \_\_\_\_\_ Receipt #: \_\_\_\_\_



**In Order to Obtain Final Approval Please Provide:**

1. Full legal description of parent parcel before division
2. Full legal description(s) contained in any outstanding land contract(s) affecting the parent parcel.
3. Attach full legal description(s) of parcel(s) proposed to be created (survey), and submitted for final approval of this application.
4. Compliance to width and depth ratio: \_\_\_\_\_ Yes \_\_\_\_\_ No
5. Easements from Detroit Edison, SEMCO (if necessary), and St Clair County Road Commission have been obtained

**FINAL APPROVAL SIGNATURES:**

**Township Clerk** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Assessor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Zoning Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: It is the property owners' responsibility to complete the property combinations and/or divisions by having a deed recorded in the appropriate names.

**Please submit \$80.00 per new Parcel ID created, with the application, survey, and all necessary documents to:**

Emmett Township  
11100 Dunnigan Rd  
Emmett, MI 48022

Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date: \_\_\_\_\_

Received by \_\_\_\_\_ Receipt #: \_\_\_\_\_