

PROCEDURE FOR LOT SPLIT / COMBINATION

PHASE I

1. **FILL OUT THE TOP PORTION ONLY OF THE EMMETT TOWNSHIP APPLICATION**
PARCEL ID #-PROPERTY OWNER-PHONE #- ADDRESS
APPLICANT SIGNATURE AND DATE (APPLICANT MUST BE SIGNED)
2. **FILL OUT FIRST 2 LINES ONLY OF THE SHEET LABELED**
*** REQUEST FOR PROPERTY SPLIT / COMBINATION***
PARCEL ID - APPLICANT SIGNATURE AND DATE (APPLICATION MUST BE SIGNED)
3. **PROVIDE A SKETCH WITH ALL BUILDING ON THE EXISTING PARCEL WITH THE DISTANCES FROM LOT LINES . ON THIS SKETCH,SHOW THE PROPOSED SPLIT. IF YOU HAVE SURVEY OF THE CURRENT PARCEL,IT WOULD PROBABLY BE BENEFICIAL TO USE A COPY OF IT FOR THE SKETCH.**
4. **RETURN THE ABOVE 3 ITEMS TO EMMETT TOWNSHIP FOR THE PRELIMINARY APPROVAL FROM THE ASSESSOR AND THE ZONING ADMINISTRATOR . NO PAYMENT IS DUE AT THIS TIME.**

PHASE II

1. **AFTER PRELIMINARY APPROVAL IS RECEIVED FROM THE ASSESSOR AND ZONING ADMINISTRATOR ,THE PROPERTY OWNER WILL BE CONTACTED. AT THIS TIME THE OWNER WILL NEED TO MAKE ARRANGEMENTS FOR A NEW SURVEY TO BE COMPLETED SHOWING ALL SPLITS. IT IS ALSO THE RESPONSIBILITY OF THE OWNER TO CONTACT THE ROAD COMMISSION AND ALL PUBLIC UTILITIES TO OBTAIN ANY NECESSARY EASEMENTS.**
2. **RETURN COPY OF THE SURVEY AND LETTERS FOR EASEMENT TO EMMETT TOWNSHIP. THE TOWNSHIP WILL FORWARD ALL INFORMATION TO THE COUNTY FOR THEIR FINAL APPROVAL. PROPERTY WILL RECEIVE AN INVOICE FROM THE COUNTY FOR PROCESSING FEES.**
3. **AFTER RECEIVING APPROVAL FROM THE COUNTY,THE PROPERTY OWNER WILL BE CONTACTED TO RETURN TO EMMETT TOWNSHIP TO PAY THE SPLIT/COMBINATION FEE AND RECEIVE COPIES OF ALL DOCUMENTS.**

PHASE III

1. **AFTER FINAL SPLIT/COMBINATION APPROVAL IS RECEIVED,PROPERTY OWNER MUST RECORD PROPER DEEDS AT THE REGISTER OF DEEDS OFFICE FOR PROPERTY TO BE SOLD OR TRANSFERRED. THE APPROVAL FROM EMMETT TOWNSHIP DOES NOT LEGALLY TRANSFER OWNERSHIP OF LAND.**

EMMETT TOWNSHIP
11100 Dunnigan Road
Emmett, MI 48022
TEL (810) 384-8070 FAX (810) 384-6138
E-mail: emmetttownship@yahoo.com

FEES
\$45.00 Application
\$60.00 Per New Parcel
ID created.

APPLICATION FOR APPROVAL OF LAND DIVISION and/or COMBINATION

Parcel Identification number/s _____

Property Owner: _____ Phone # _____

Address: _____

Applicant Signature: _____ Date _____

In order to obtain preliminary approval, please submit a scaled drawing of the proposed combinations/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 split has been denied.

☐ 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 _____

IN ORDER TO OBTAIN FINAL APPROVAL PLEASE PROVIDE:

1. Full legal description of the parent parcel, before division.
2. Full legal description(s) contained in any outstanding land contracts(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:

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 Road
Emmett, MI 48022

Paid \$ _____ Check # _____ Date _____ Recd By _____

REQUEST FOR PROPERTY SPLIT/COMBINATION

Tax Number of Parcel to be split 74- _____

Signature Applicant _____ Date ____/____/____

Municipality Review

ARTICLE 11 Zoning Compliance for intended use (depth X width, acreage, access)

Municipality Signature _____ Date ____/____/____

Land Management Review for compliance of P.A. 591 of 1997 (Land Division Act of 1997)

► must provide a survey or drawing to scale with dimensions at time of review Reference # _____

Parent Parcel Tax Number(s) 74- _____

Total acreage of parcels _____ Number of available splits _____

_____ Platted Parcel existing divisions on parcels _____ requested divisions _____

_____ Tract of Land

_____ New Taxable Parcel being created requesting number of divisions _____

_____ Combination/ Adjustment of property lines

_____ Owner Note: _____

_____ Delinquent Taxes

Reviewer Signature _____ Date ____/____/____

_____ Approved _____ Disapproved w/notes

Notes: _____

The above review is for the compliance of P.A. 591 only.
Review and approval of property splits/combinations by the Municipality is still required.

***** THIS REVIEW EXPIRES AFTER A PERIOD OF ONE YEAR *****

MCL 56C.109 Municipality shall approve/disapprove proposed division within 45 days after filing completed application of the proposed division with assessor or other municipality designated official.

Municipality Review and Approval

_____ Adequate and Accurate legal descriptions (must be provided & attached)

_____ Accessibility. Driveway or existing easement provides vehicular access to existing roads or streets.

_____ Public Utility Easements. (gas, electricity, water, sewer, telephone)

_____ Taxes Current (responsibility of municipality)

_____ Allocated Values by Parcel (attached)

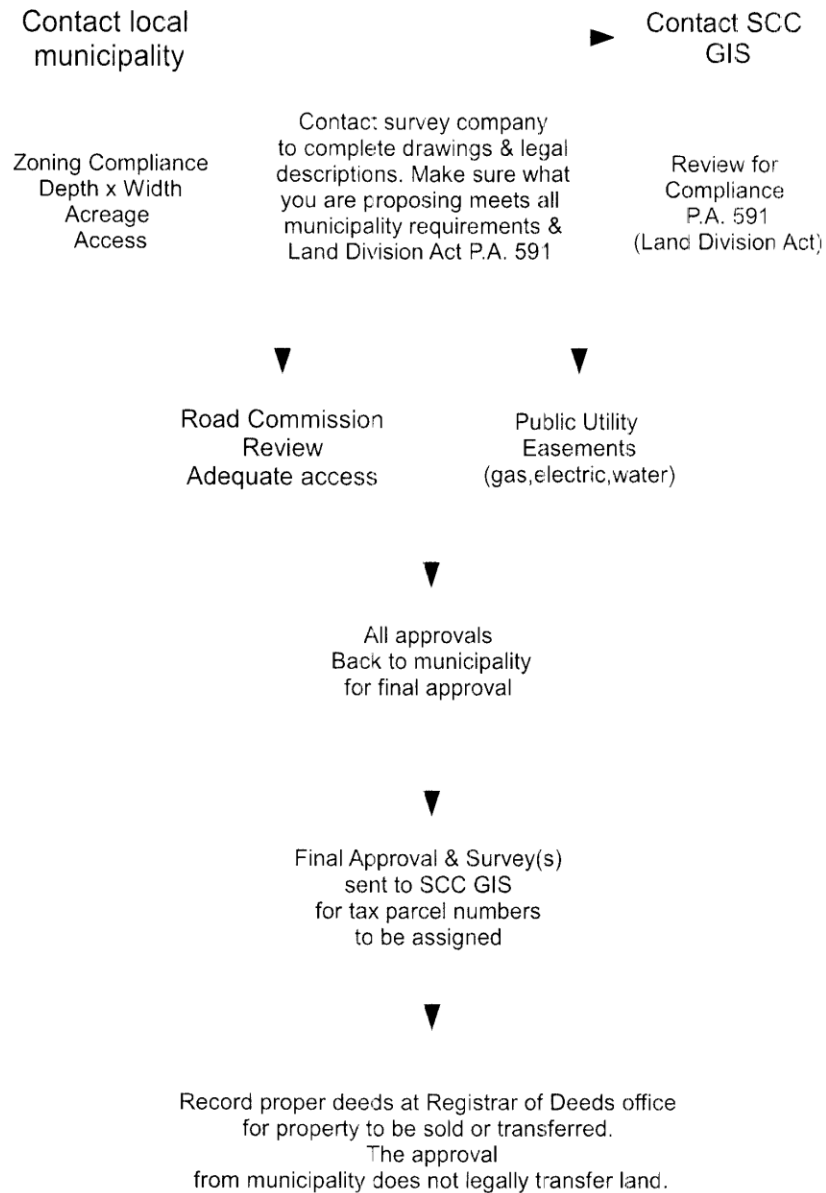
_____ Approved _____ Disapproved

Notes: _____

Municipality Signature _____ Date ____/____/____

► The above signature authorizes for new parcel splits/combinations to be added to roll

Workflow for Splitting or Combining Property in St. Clair County



**St. Clair County
Geographic Information Systems**

Monday-Friday
Hours: 8:30 a.m. – 4:30 p.m.
Phone: (810) 989-6920
Website: <http://gis.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; to assure requested change meets the local ordinances. The local assessor is your main contact person, [the listing can be found here](#).
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. Contact the St. Clair County GIS Department at (810) 989-6920 to set up an appointment for review of the proposed split/combination. An administration fee of \$25 is charged at this time for processing.
4. Contact the St. Clair County Road Commission for a driveway evaluation on the resulting parcels.
5. Submit all your approval letters, completed land division application, maps and new property descriptions to the municipality for final approval.
6. A copy of the land division application, approvals and necessary documents need to be forwarded to the St. Clair County GIS Department to ensure the property will be split on the tax roll.
7. You can now sell or transfer the property. Please note: a legal name change and a deed should be recorded with the register of deeds office for the split to be recognized per P.A. 591.

Timeline for Processing Splits and Combinations

- ♦ FEBRUARY 15 – deadline for first quarter splits/combos
- ♦ 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
- ♦ AUGUST 20 – deadline for 3rd quarter splits/combos
- ♦ SEPTEMBER – splits/combos posted
- ♦ NOVEMBER 20 – deadline for 4th quarter splits
- ♦ DECEMBER – splits/combos posted

SUGGESTED ROUTING FOR SPLITTING LAND IN ST. CLAIR COUNTY

1. Contact the **municipality** where the subject property is located to determine what zoning requirements may apply (i.e. minimum frontage, minimum acreage, private roads, etc.)
2. Go to the **St. Clair County Equalization-Mapping** department for review of compliance with the State Land Division Act.
3. Contact the **St. Clair County Road Commission** for a driveway evaluation on the resulting parcels.
4. Acquire documentation to show adequate easements for **public utilities** as per the State Land Division Act. This involves contacting the municipality to find what utility easements will be necessary.
5. After completing all the previous steps, you would then submit all your approval letters, maps and new property descriptions to the **municipality** for final approval.
6. After the municipality has approved the split, you can sell or transfer the property. However, make sure a copy of the approval and necessary documents are forwarded to the **St. Clair County Equalization-Mapping Department** to ensure the property will be split on the tax roll.

Check with your municipality to find out which utilities you need approvals from.

DETROIT EDISON
Macomb Center
Marysville Row Division
Attn: Joyce Dudek
Dudekj@dteenergy.com

TEL: (586) 412-4760
FAX: (586) 412-3037

ST. CLAIR COUNTY ROAD COMMISSION
21 Airport Drive
St. Clair, MI 48079-1404

TEL: (810) 364-5720
FAX: (810) 364-9050

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 ^{m, l}	320	100	25	50	30	35%	No
Residential (R)	5 acres	320	100	25	50	30	35%	No
Rural Estate (RE)	2.5 acres	165	100	25	50	30	35%	No
Village Residential (VR)	2 acres ^{a, l}	165	100	25	50	30	35%	No
	10,890 sq.ft. ^{b, l}	66	40	15	50	30	35%	No
	5,445 sq.ft. ^{c, l}	33	40	0 or 15 ^g	50	30	35%	No
Mobile Home Park (MHP)	10 acres ^{d, l}	165	30	40	5	25	35%	No
Local Commercial (C)	- -	60	25	0 or 10 ^f	15	25	- -	Yes ^k
	<i>l</i>	60	<i>g</i>	<i>h</i>	<i>i</i>	<i>Unlimitedⁱ</i>	- -	Yes ^k
Light Industrial (I)	- -	640	100	20	60	40	35%	Yes ^k
	<i>l</i>							

^a Lot without Public Utilities.

^b Single-family with Public Sewer and Water.

^c Multi-family with Public Sewer and Water.

^d 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).

^e At least one side yard set back must equal 15 feet.

^f 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.

^g 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.)

^h 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.)

ⁱ 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.)

^j The height of a building is unlimited provided that all yard set back requirements are met

^k 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.

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

M 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).

ALLOWABLE NUMBER OF LAND DIVISIONS

Acres in parent parcel	Division allowed under former law	Divisions (without bonuses) allowed under PA 591	Divisions (with bonuses) allowed under PA 591
1-10	4	4	4
11-19	5	4	4
20	5	5	7
40	7	7	9
80	11	11	13
120	15	15	17
160	19	16	18
240	27	18	20

* NOTE: This chart does not take into account minimum lot requirements under local zoning ordinances.

Zoning requirements as to lot area, width, and depth to width ratios must be complied with.

EMMETT TOWNSHIP LOT REQUIREMENTS: 5 ACRES - 320' Road Frontage 5-1 depth ratio.

Encroachment Application

Detroit Edison



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

(For DTE Energy to fill in)

Work Order _____

Date Received _____

Return Address:

DTE Energy NE Planning and Design, 15600 19 Mile Road, Clinton Twp., MI 48038

General Telephone Number: Joyce Dudek (586) 412-4760 Fax: (586) 412-3037

E-Mail address: dudekj@dteenergy.com

Property Owner Name: _____

Address: _____

Property/Tax I.D. # _____

Subdivision name: _____

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

Contact E-Mail Address: _____

Explain exactly what you are going to do and why the encroachment is needed:

NOTE: The legal owner of the property must sign this application.

For this Application to be processed the information listed below must be provided:

- a) **Proof of Ownership:** Recorded warranty deed; recorded quit claim deed; recorded warranty deed of grantor of quit claim deed; land contract and recorded warranty deed of seller of land contract; title insurance policy
- b) Please provide site plan that was submitted to the municipality

Applicant's Signature: _____

Date: _____