

## Procedure for Splitting Land in Burtchville Township

1. Apply (w/copy of survey) at **Burtchville Township** along with a \$100 check payable to Burtchville Township, **and** a \$30.00 check payable to St. Clair County Treasurer.
2. Submit application (with survey copy) for **DTE** Evaluation for Right-of-Way (please submit letter of DTE prior to twp. final approval)  
Phone- (586) 783-1978 or ladonna.jackson@dteenergy.com.
3. Submit application/survey to **SEMCO Energy-Patrick Hurd** for approval of Right-of-Way, along with parcel number.  
Phone (810)887-3041 or Patrick.hurd@semcoenergy.com.
4. Submit application/survey to **St. Clair County Road Commission** for Driveway Evaluation.  
Phone-(810) 364-5720 Fax-(810) 966-2548

\*\*Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations and is not a guarantee that a building permit will be issued.

**\*Please note that ALL taxes must be paid and current on each parcel being split/combined before any split/combination will be approved.**

**\*\*Please allow a minimum of 3 weeks for approval. \*\***

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

**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/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.



# LAND SPLIT Service Application

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

<i>(For DTE use)</i>	
Work Order _____	Date Received _____

**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

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:** \_\_\_\_\_



**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 45 days 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. Temporary numbers may be issued as to not impede sales, mortgages ect.
- 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](mailto:sccrc@michi.com) FAX (810) 364.9050 website <http://www.sccrc-roads.org/>

Detroit Edison, Right of Way Department, (586) 783-1978, [ladonna.jackson@dteenergy.com](mailto:ladonna.jackson@dteenergy.com)

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

<https://www.stclaircounty.org/Offices/treasurer/Cities>

If you need an official tax roll, contact your local township assessor.

LAND DIVISION ACT 288 of 1967 - <http://www.legislature.mi.gov/>

Pay county administration fee online

[www.stclaircounty.org](http://www.stclaircounty.org) (left hand side under quick links)

property split informational packet/pay split online