



# PROPERTY CHANGE REQUIREMENTS AND PROCEDURES

**PLATTED AND UNPLATTED PROPERTY:**

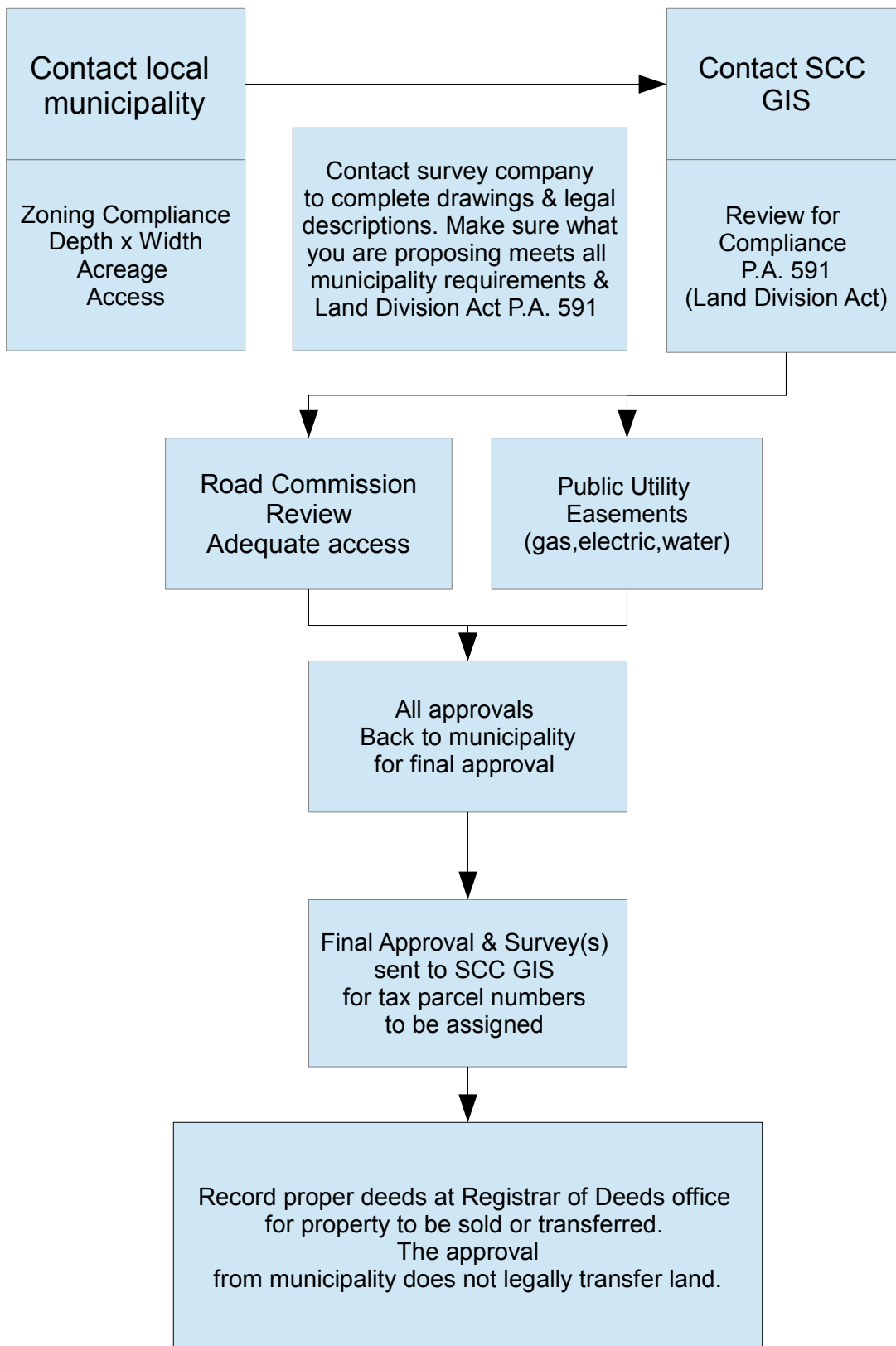
1. All required paperwork is available at the Township. Applicant should meet with the zoning administrator prior to filing to verify compliance with Township ordinances.
2. The applicant and Fort Gratiot Township completes the top portion of the St. Clair County Land Management **“Request for Property Split/Combination”** form.
3. Applicant submits the Land Management Request for Property Split/Combination form and applicable fees to the Land Management office, located at 200 Grand River Avenue, Suite 103 in Port Huron. *If platted property, skip to step 4.*
  - 3a. Lot splits of unplatted property only: Applicant obtains approval letters from Detroit Edison, AT&T, SEMCO Energy, and the St. Clair County Road Commission. See contact information below.
4. Applicant submits the Fort Gratiot Township Property Change completed application and **all required attachments**, including the approval letters in steps 3 and 3a, and the applicable fees.
5. A meeting of the Property Change Determination Board (Township clerk, supervisor, & zoning administrator) will meet to discuss the request. Pursuant to the Open Meetings Act, this is a public meeting and the meeting date, time, and location must be posted a minimum of 18 hours prior to the meeting. Applicant attendance is not mandatory.
6. Determination: Upon approval, the file is forwarded to the Fort Gratiot Township assessing department to complete the Land Management Request for Property Split/Combination form to submit to Land Management. Land Management will process the request and assign the new parcel identification number(s) within approximately 60 days. The Township will begin processing immediately. Although the parcel number(s) may not be available, other Township permits may be issued upon approval. The changes will be reflected the following tax year.

**UNPLATTED PROPERTY SPLITS ONLY:**

Per the Land Division Act, all proposed property splits must be reviewed for adequate public utility easements and driveway and culvert requirements. It is the responsibility of the applicant to obtain the verification letters. Below is the contact information for each agency. The applicant should verify the requirements and any applicable fees with each utility prior to officially submitting for approval letters.

Utility:	DETROIT EDISON	SEMCO ENERGY	AT&T	SCC ROAD COMMISSION
Street Address:		1411 Third Street	54 N Mill St. PO Box 30	21 Airport Drive
City/State/Zip:		Port Huron, MI 48060	Pontiac, MI 48342-0030	St. Clair, MI 48079
ATTN:	Right of Way Office	Right-of-Way Agent	Right of Way Manager	Lot Splits
Contact Name:	Joyce Dudek	Patrick Hurd	Susan Sampier	
Phone:	(586) 412--0400	(810) 887-3041	(248) 456-0361	(810) 364-5720
Email:	joyce.dudek@dteenergy.com	patrick.hurd@semcoenergy.com	ss4792@att.com	
Items to Submit:	DTE Application <i>(available at Township)</i> Proof of Ownership Survey Property Description	Name/Address/Phone # Parcel Identification # Survey Legal Description Proof of Ownership	Name/Address/Phone # Parcel Identification # Survey Legal Description Proof of Ownership County & Township	Name/Address/Phone # Parcel Identification # Survey Legal Description Proof of Ownership

# Workflow for Splitting or Combining Property in St. Clair County





Fort Gratiot Charter Township
PROPERTY CHANGE APPLICATION

Date Received: \_\_\_\_\_

Reference #: \_\_\_\_\_

\$ 50.00 Fee

OWNER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ C/S/Z: \_\_\_\_\_

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

APPLICANT INFORMATION - If different from Owner.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ C/S/Z: \_\_\_\_\_

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

I respectfully request that the following be [ ] Split [ ] Separated [ ] Combined, per the attached.

I agree that the statements made in this application are true to the best of my knowledge, and if found not to be true, this application and any approval based on the information provided herein will be void. I agree to comply with the conditions and regulations provided with this property division or combination. I give permission to the officials of the Charter Township of Fort Gratiot, St. Clair County and the State of Michigan to enter the property described herein to verify that the information provided is correct, at a time to be mutually agreed upon by the owner/applicant and the official. In the case of a property division, I understand that approval conveys only certain rights under the applicable division ordinance, zoning ordinance, and the State Land Division Act and does not include any representation or conveyance of rights in any other statute, building code, ordinance, deed restriction or any other property rights.

Signature of Property Owner Date Signature of Applicant Date
If Not Owner

REQUIRED ATTACHMENTS: Any Application submitted without ALL of the items below will be returned.

Label all attachments with the corresponding letter, below, to be submitted with this application.

- [ ] A. Completed Land Management "Request for Property Split/Combination" form - St. Clair County MUST review.
[ ] B. Proof of Ownership
[ ] C. Proof that taxes and any outstanding special assessments are paid in full on all properties involved
[ ] D. A survey/drawing showing the following:
[ ] Current Boundaries
[ ] All divisions made after March 31, 1997. If none, indicate
[ ] The proposed division or combination with all dimensions
[ ] Existing and proposed roads, easements-including public utilities, rights-of-way, etc.
[ ] All existing improvements (buildings, wells, septic system, public water/sewer, driveways, etc.)
[ ] E. New legal descriptions for all properties involved.

ADDITIONAL ITEMS REQUIRED FOR UNPLATTED PROPERTY ONLY. \*CHECK HERE IF NOT APPLICABLE [ ]

- [ ] F. Detroit Edison Letter of Approval [ ] H. Ameritech/SBC/AT&T Letter of Approval
[ ] G. SEMCO Letter of Approval [ ] I. St. Clair County Road Commission Letter of Approval

# LAND SPLIT Application



*Thank you for applying for your land split requirement. We value you as our customer and appreciate your business. Please complete and return your application to Detroit Edison, at the Service Center address listed below. We look forward to working with you.*

RFW – LS \_\_\_\_\_  
(Internal Use Only)

Date Received \_\_\_\_\_

Marysville Service Center, 3223 Ravenswood Road, Marysville, Michigan 48040

Phone: (810) 364-0400

Email: joyce.dudek@dteenergy.com

Property Owner Name: \_\_\_\_\_

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

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

Name of person to be contacted in case of questions: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

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

Property Tax I.D. # 74-20- \_\_\_\_\_

City/Township/Village: Fort Gratiot Charter Township \_\_\_\_\_

*If assigned by municipality:*

Address No.: \_\_\_\_\_ Street Name: \_\_\_\_\_

Nearest Intersection: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

## Required Information

- a) Proof of Ownership (Deed or Land Contract)
- b) Survey showing property splits including parent parcel
- c) Property Description

Applicant's Signature: \_\_\_\_\_

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

**REQUEST FOR PROPERTY SPLIT/COMBINATION**

Tax Parcel(s) to be split 74- \_\_\_\_\_

Owner(s) Signature \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Municipality Preliminary Review**

\_\_\_\_\_ Zoning Compliance for intended use (depth X width, acreage, frontage, 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 \_\_\_\_\_ Requested Divisions \_\_\_\_\_

\_\_\_\_\_ New Taxable Parcel being created Requesting number of divisions \_\_\_\_\_

\_\_\_\_\_ Combination/Adjustment of Property lines (exempt from division)

with parcel(s) \_\_\_\_\_

\_\_\_\_\_ Owner Name \_\_\_\_\_

\_\_\_\_\_ Delinquent Taxes in accordance with MCL 211.53b & MCL 211.78 guidelines

Reviewer Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Meets PA 591 \_\_\_\_\_ Doesn't meet PA 591

Notes \_\_\_\_\_

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

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

***MCL 560.109 Municipality shall approve/disapprove proposed division within 45 days after filing completed application of proposed division with assessor or other municipality designated official.***

**Municipality Final Review and Approval**

\_\_\_\_\_ Adequate and Accurate legal descriptions (must be provided & attached) MCL 560.109 sect (1) (a)

\_\_\_\_\_ 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)

\_\_\_\_\_ Courtesy TAX BILL SHOULD BE issued allocate values-turn into Treasurer for proper billing of current year

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

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

Municipality Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

