

**Splitting and/or Combining Property in Fort Gratiot**

Fort Gratiot is responsible for verifying any lot changes meet the zoning code (e.g. setbacks, access, use) and that the current taxes are paid; and is ultimately responsible for approving the change, creating a new tax bill reflecting the change, and adding the changes to the tax roll. You will begin and end the process with Fort Gratiot, and will seek approvals from St. Clair County, and, when necessary, public utilities, in between.

The St. Clair County Road Commission and gas, electric, water, sewer and telecommunication entities will verify easements and access for all unplatted properties. Fort Gratiot does not allow for the creation of new private roads so any new parcel must have access to an existing roadway. For platted properties, these steps may not be required. For properties under Master Deed control, a master deed amendment may be required. The property owner is responsible to ensure compliance with any master deed or homeowners association rules. St. Clair County will verify compliance with state laws.

**Property Split and Combination Steps:**

Contact Fort Gratiot to verify the zoning requirements and to obtain the required applications. The applications are also available online at [fortgratiot.us](http://fortgratiot.us) (all forms) or [stclaircounty.org](http://stclaircounty.org) (SCC forms only.) When creating new taxable parcel (s), acquire documentation to show adequate easements for public utilities as per the State Land Division Act. A combination or transfer to an adjacent parcel should not need to have easements done, as they most likely are already in place.

1. Submit the St. Clair County form for Step 1 to Fort Gratiot to be completed by the property owner and the Fort Gratiot Zoning Administrator. This can be emailed, mailed, or hand delivered. Faxes are not accepted.
2.
  - a. Submit the St. Clair County application, including a sketch or survey, to the St. Clair County Treasurers Office (200 Grand River Avenue, Port Huron, Michigan 48059, email [lebner@stclaircounty.org](mailto:lebner@stclaircounty.org) or fax 810-966-2566) for review of compliance with the Land Division Act P.A. 591, and verification of ownership, delinquent taxes, splits available/transferred/remaining and re-divisions available.) Questions for St. Clair County 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. (Invoice attached to application or can be paid online at [stclaircounty.org](http://stclaircounty.org))
  - b. Easements and Rights-of-Way, where required: 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.
3. Submit the Fort Gratiot application, the Fort Gratiot filing fee, all approval letters, the St. Clair County Land Division Application with Steps 1 and 2 completed, and a survey, including new property descriptions, to Fort Gratiot for final approval. Once this is completed and submitted, Fort Gratiot has 45 days to issue an approval or denial, per the Land Division Act.
4. Fort Gratiot will forward 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 Treasurers Office for new tax identification numbers to be assigned. This adds the property to the current year working tax roll. *(This may not be the same as the calendar year in which you are making the change.)*
5. 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 St. Clair County 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; the survey and deed should be recorded at ROD at same time, making the survey “a survey of record.”

**Timeline for Processing Splits and Combinations**

- FEBRUARY 15 – splits approved prior 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
- JUNE – splits/combos posted
- SEPTEMBER – splits/combos posted
- DECEMBER – splits/combos posted

**Contacts (information valid as of 02/2020)****St. Clair County Road Commission**

Permits Department

21 Airport Drive, St. Clair, Michigan 48079-1404

Phone: (810) 364-5720 | Fax: (810) 364.9050

Email: [sccrc@michi.com](mailto:sccrc@michi.com) | Website: <http://www.sccrc-roads.org/>**SEMCO Energy**

Right of Way Department, Attention Patrick Hurd, Engineer

1411 Third Street Suite A, Port Huron Michigan 48060

Phone: (810) 887-3041 | FAX (810) 887-4233

Email [Patrick.hurd@semcoenergy.com](mailto:Patrick.hurd@semcoenergy.com) |**Detroit Edison**

Right of Way Department

Phone: (586) 783-1978 | FAX: (586) 783-1981

**Comcast**

Construction Division, Lake Huron Construction Division

6095 Wall Street, Sterling Heights Michigan 48312

Phone: (586) 883-7250 | Fax: (586) 883-7406

Jim Stitzel – Construction Division

Phone: (586) 883-7253 (before 12PM)

Email: [james\\_stitzel@cable.comcast.com](mailto:james_stitzel@cable.comcast.com)**AT&T**

Right of Way Department, Attention Angela Wesson

54 Mill Street, P.O. Box 30, Pontiac Michigan 48342

Phone: (248) 456-0361 | Email: [ad3245@att.com](mailto:ad3245@att.com) | Fax: (248) 972-0001



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



# ST. CLAIR COUNTY PROPERTY SPLIT/COMBINATION APPLICATION

Approvals of property splits/combinations are only granted by the Municipality/Assessor  
 This review is in compliance with 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 AND MUNICIPALITY**

Existing Tax Parcel(s) to be split/combined: 74-20 \_\_\_\_\_

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

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

Municipality Zoning/Building Department Preliminary Review (if applicable) Note: Zoning Compliance is for intended use (depth x width, acreage, frontage, access)

Municipality Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Step #2 – COUNTY TO COMPLETE AND FORWARD TO MUNICIPALITY**

**St. Clair County Review for compliance with 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 parcels(s): \_\_\_\_\_ Number of available splits: \_\_\_\_\_ Re-division splits: \_\_\_\_\_

\_\_\_\_\_ Platted Parcel Platted existing divisions: \_\_\_\_\_ Platted requested divisions: \_\_\_\_\_

\_\_\_\_\_ New taxable parcel being created Requested 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 P.A. 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 the St. Clair County Treasurer.

St. Clair County Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*\*\*COUNTY CERTIFICATION EXPIRES AFTER MARCH 1 WHEN ADDITIONAL TAXES ARE SUBJECT TO DELINQUENCY\*\*\*\***

**Step #3 – MUNICIPALITY TO APPROVE AND RETURN TO SCC**

**Municipality Review and Approval** Reference #: \_\_\_\_\_

\_\_\_\_\_ Adequate and accurate legal descriptions must be provided and attached. MCL 560.109 Section (1) (a)

\_\_\_\_\_ Accessibility; driveway or existing easements provide vehicular access to existing roads or streets

\_\_\_\_\_ Public utility easements; gas, electric, water, sewer, telecommunications, 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 the 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.