

CHARTER TOWNSHIP OF CLINTON - ASSESSING DEPARTMENT

LAND DIVISION AND COMBINATION

Guidelines and Process

If you have questions regarding the process or requirements, please call the Assessing Department at 586-286-9468. Applications are available at clintontownship.com/assessing.

Guidelines:

- All applications for Land Division and/or Combination must comply with the provisions of the Michigan Land Division Acts (PA 288 of 1967, as amended by PA 591 of 1996 and PA 87 of 1997).
- Application approval should be obtained by December 1st of the current year to be processed for the next assessment year (example: apply and receive approval before December 1, 2017 for the change to be effective for the 2018 assessment and tax year).
- Application approval should be obtained prior to any ownership transfer of involved parcels.
- Each resulting parcel must comply with parcel width and area requirements of the local ordinance as well as all other applicable township ordinances, codes, provisions, standards, rules and regulations, etc which regulate and control the division and/or development of land.
- All current and delinquent taxes, special assessments, water bills, and invoices related to the involved parcels must be paid in full before application is approved.
- Please note, upon approval and processing, all parcels involved will receive new parcel numbers. Therefore, property owners will need to contact any person or business that uses parcel numbers and inform them of this change (for example, your mortgage company's escrow department).

Review and Approval process:

- All applications will be reviewed by the Clinton Township Assessing, Planning, Building, Public Services, Water, and Treasury Departments.
- All complete applications will be preliminarily approved or denied by the Township Assessor within 45 days of submittal. The application will then be forwarded to Macomb County Land File for further review and parcel number assignment.
- If an application is found to be incomplete, the applicant will be notified of what is required to make the application complete. If the applicant does not comply within 60 days, the application will be denied by the Township Assessor. Upon written notice of denial the applicant may appeal to the Township Board of Trustees.
- Approval of the application is not a determination that the resulting parcels comply with other ordinances or regulations or codes. The Township and its officers and employees shall not be liable for approving a land division/combination if building permits for construction on the parcels are subsequently denied because of inadequate water supply, sewage disposal facilities, and noncompliance with the zoning code or otherwise.

Please see the next page for required items

**Required items to be submitted to the Assessing Department
for Land Division / Combination:**

- 1. Signed application**
 - a. The application must be signed by the property owner or a representative with a signed authorization letter from the owner
- 2. Non-refundable application fee**
 - a. Cash or check payable to Clinton Township Treasurer
 - b. The fee amount will vary, please contact the Assessing Department for the proper amount
- 3. Certified survey which MUST:**
 - a. be prepared by a licensed surveyor or civil engineer
 - b. contain legal descriptions and dimensions for ALL new parcels created, including any residual parcels
 - c. show location of all existing and proposed structures with side and rear-yard set-back dimensions
 - d. show location of all existing and proposed ingress/egress and easements, including utility easements – all new easements and/or ingress/egress must be recorded documents
 - e. show road accessibility if applicable
 - f. show location of septic fields if applicable
- 4. Proof the applicant is the fee simple owner of the parcel(s)**
 - a. Deed, Property Transfer Affidavit, Land Contract, etc

**** Any Department conducting an application review may request or require additional documentation.*