



# Charter Township of Fort Gratiot

## 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 with each utility prior to officially submitting for approval letters. **The information below is current as of October 2007.**

Utility:	DETROIT EDISON	SEMCO ENERGY	AT&T	SCC ROAD COMMISSION
Street Address:	3223 Ravenswood Road	1411 Third Street	54 N Mill St. PO Box 30	21 Airport Drive
City/State/Zip:	Marysville, MI 48040	Port Huron, MI 48060	Pontiac, MI 48342-0030	St. Clair, MI 48079
ATTN:	Up Front Group	Arthur Ring	Cindy Stamps	Lot Splits
Phone:	(810) 364-0400	(810) 987-7900 x3026	(248) 972-0050	(810) 364-5720
Fax:	(810) 364-0378	(810) 966-4254	(248) 972-0001	(810) 364-4355
Email:			cs1989@att.com	
Fee:	No Charge	No Charge	No Charge	\$50 plus \$ 25 per split
Items to Submit:	DTE Application (available at Township) 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

*Charter Township of Fort Gratiot*  
PROPERTY CHANGE APPLICATION



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

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

\$ 50.00 Fee

**OWNER INFORMATION**

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

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

Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**APPLICANT INFORMATION – If different from Owner.**

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

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

Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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 Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner  
*If Not Applicant*

\_\_\_\_\_  
Date

**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
- 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**

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

**St. Clair County Land Management**  
200 Grand River Avenue, Suite 103  
Port Huron, Michigan 48060  
Phone: (810) 989-6920  
Fax: (810) 985-4297

**Procedure for the Combination or Division of Land**  
**Request for Property Split/Combination Form**

*Revised August 2005*

The **Request for Property Split/Combination** form has space for ALL required approvals and signatures.

- Person requesting split must first go to the local municipal unit to obtain an **Initial Zoning Review (IZR)** to assure requested change in use meets local ordinance.  
(depth x width, access, size, use etc.)

*\*\*\* Must be signed by local official*

- County staff will proceed with review after receiving **IZR** form signed and approved from local municipality along with required documentation and applicable review fee.

**Required Documents:**

Either a survey or drawing to scale w/dimensions & proof of ownership

- Form will be returned to person requesting such action, signed by us with findings and notations, to be forwarded to the local municipality for **FINAL** review and approval
- When final approval from the local municipality is complete, the form and ALL approval documentation is then returned to the County, to be kept on file. The **Request for Property Split/Combination** form will be used as authorization to change assessment /tax roll.

APPLICATION ON REVERSE

**ST. CLAIR COUNTY LAND MANAGEMENT**  
**REQUEST FOR PROPERTY SPLIT/COMBINATION**

Tax Number of Parcel(s) to be split or combined: 74-20-\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Applicant Signature Date

**Municipality Review**

Zoning Compliance for intended use (depth x width, acreage, access) or  ZBA Action Required

Comments: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Fort Gratiot Zoning Administrator 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)** 74-20-\_\_\_\_\_

Total acreage of parcels: \_\_\_\_\_ Number of available splits: \_\_\_\_\_

\_\_\_\_\_ Platted Parcel – existing divisions on parcels: \_\_\_\_\_ requested divisions: \_\_\_\_\_

\_\_\_\_\_ Tract of Land

\_\_\_\_\_ New Taxable Parcel being created – requested 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 560.109 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)

Taxes and Special Assessments Current

Allocated Values by Parcel – attached.

100% Principal Residence Exemption  100% Qualified Agricultural Exemption **Parcel :** \_\_\_\_\_

0% Principal Residence Exemption  0% Qualified Agricultural Exemption **Parcel :** \_\_\_\_\_

Lot Change Determination:  Approved or  Denied: **Date:** \_\_\_\_\_

Comments: \_\_\_\_\_

I hereby authorize, with my signature below, the addition of the new parcel splits/combinations to the roll.

\_\_\_\_\_  
Charter Township of Fort Gratiot Assessor Date