



Eagle Assessment Services Inc
Serving Townships in Delta & Schoolcraft County
Joseph L. Maki, Assessor MAAO
PO Box 309
Gladstone MI 49837

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eagle1701@charter.net

PROCESS OF SPLITTING PROPERTY

Application for Land Division approval is required before a portion of a parcel is sold when the parent parcel is 40 acres or less. A Land Division application is designed to comply with local zoning and ordinances and the Michigan Land Division Act (formerly the Subdivision Control Act P.A. 288 of 1967 as amended)

1. **ZONING:** Zoning regulates the minimum sizes and configurations for all proposed property splits. Before beginning the Land Division process, contact the Assessor who will assist the Property Owner to obtain zoning approval for their proposed split.
2. **TAX CERTIFICATION:** Per Public Act of 2019, effective 9/2019 proof that all due and payable taxes and special assessments have been paid. A Tax Certification can be obtained from the County Treasurer's Office. There is a small charge for the Tax Certification. **This Tax Certification MUST be submitted with the Land Division Application.**
3. **LAND DIVISION APPLICATION:** If the proposed split is allowed by Zoning, the Assessor will send the Land Division application to the Property Owner or their designated agent.
4. **SURVEY:** If the parcel can be split, a survey with a legal description needs to accompany the submission of the Land Division Application to the Assessor.
 - If the split can be a clearly defined square or rectangle, the Assessor may waive the requirement of the survey.
5. **SUBMISSION:** When the Land Division Application is complete with all the required attachments and fees it can be submitted to the Assessor.
6. **APPROVAL:** Assessor approves Land Division Application and returns signed copy to Property Owner or their designated agent. This can generally be completed within 48 hours of receipt.
 - Assessor approval is needed for an attorney or Title Company to complete a deed and finalize a sale if the split parcel is being sold.
7. **IMPORTANT TIMELINE: 12/31** of any given year is the last day to submit a Land Division Application that will become a separate parcel for the upcoming Assessment Roll and the subsequent Summer and Winter tax bills.
 - Land Division Applications submitted after the 12/31 deadline will still be approved and a sale can occur, but it is very important for both the Seller and the Buyer to understand that the approved split **DOES NOT become a separate tax parcel** until February of the following year.
 - Taxes are collected based on the Legal Description of the parcel on 12/31 of the previous year. The **Seller** of the portion of the parcel sold will be responsible for the **entire** Summer and Winter tax bill for the rest of that year regardless of when the sale occurs. **The Title Company or closing agent for the sale will do the tax proration.**
 - The new owner of the split parcel will receive their notification of the new parcel with a Change of Assessment Notice in late February and receive their first tax bill in **July of the year following the split.**

ESCANABA TOWNSHIP APPLICATION FOR LAND DIVISION



SUBMIT TO:

Escanaba Township/Delta County Assessor

PO Box 309

Gladstone MI 49837

906-280-4372 Joe Maki, Assessor / 906-241-9618 Office

eagle1701@charter.net

Answer all questions and include all attachments along with a check made payable to Joe Maki, Assessor

FEE SCHEDULE

<input type="checkbox"/>	LAND DIVISION	\$150.00 first split; \$50.00 each add'l same application
<input type="checkbox"/>	BOUNDARY LINE ADJUSTMENT (if approved by assessor)	\$50.00 each
<input type="checkbox"/>	PLATTED LOT SPLITS (if approved by assessor)	\$50.00 each

APPLICANT/OWNER

ADDRESS _____
 CITY, STATE ZIP _____
 PHONE _____

1. LOCATION OF PARENT PARCEL TO BE DIVIDED

ADDRESS _____
 PARCEL NUMBER(s) _____

2. PROPOSAL: DESCRIBE THE DIVISION(S) BEING PROPOSED

A NUMBER OF NEW PARCELS _____

B INTENDED USE: RESIDENTIAL COMMERCIAL INDUSTRIAL AGRICULTURE

C The division of the parcel provides access to an existing road by: (check one)

- Frontage on an existing public road
- New private road, easement or previously recorded easement
- A recorded easement or driveway

3. FUTURE DIVISION that may be allowed but not included in this application _____
 # of future division(s) being transferred from Parent Parcel to another _____

4. DEVELOPMENT SITE LIMITS. Check each that represents a condition which exists on any part of the parcel.

- Waterfront/beach parcel
- Muck or soils that would limit sewage system
- Slopes more than 25% (a 1:4 pitch or 14 degree angle) or steeper
- Now or suspected to have abandoned well, underground storage tank or contaminated soils
- Includes a Wetland
- Within a Flood Plain

5. IMPROVEMENTS. Describe any existing improvements (buildings, well, septic, etc.) which are on the Parent Parcel and indicate which if any are being transferred to the new proposed parcel(s):

REQUIRED ATTACHMENTS

- A survey by a professional surveyor drawn to standard engineering scale OR if approved by assessor a drawing of the proposed division
- Legal description of proposed parcel(s) per survey
- Tax certification issued within last 30 days from the County Treasurer's office
- Zoning compliance (assessor will obtain for applicant unless you are requested to do so)

6. AFFIDAVIT and permission for local officials to enter the property for inspection.

I agree the statements made above are true, and if found not to be true this application and any approval will be void. Further I agree to comply with the conditions and regulations provided with this parent parcel division. Further, I agree to give permission for local officials to enter the property where this parcel division is proposed for the purpose of inspection to verify the information on the application is correct. Finally, I understand this is only a parcel division which conveys only certain rights under the local land division ordinance, and the Michigan Land Division Act and is not a representation or determination the resulting parcels comply with other ordinances or regulations, and does not include any representation or conveyance of rights in any other statutes, building code, zoning ordinance, deed restriction or other property rights.

Further, I understand the municipality granting approval of this division(s) resulting in less than 1 acre in size is not liable if a building permit is not issued for the parcel due to non-approval of on-site water or on-site sewage disposal. Checking with the District Health Department for septic and water is the landowner's responsibility.

Finally, even if this division is approved, I understand zoning, local ordinances and State Acts change from time to time, and if changed, the divisions made here must comply with the new requirements by applying for division approval again unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds or the division is built upon before the changes to laws are made.

7. ACKNOWLEDGEMENT: I understand that if approved, the split parcel can be sold immediately.

I understand that if this split is approved after January 1 of any given year the new parcel will not be considered a separate parcel for assessment and tax purposes until the following year.

I understand that I will continue to receive tax bills for the entire year and am responsible to pay the Summer and Winter tax bills for the entire parcel. Proration of the taxes based on the time of the sale of the split parcel will be handled by the closing agent of the sale.

Property Owner's Signature _____ Date _____

<input type="checkbox"/> Approved	Comments: _____
<input type="checkbox"/> Denied	_____

New parcel(s) will be created for the _____ assessment and tax year

Assessor Signature _____ Date _____

Approval to applicant: _____ Copy to county: _____

ESCANABA TOWNSHIP ZONING APPROVAL

4618 County 416 20th Road, Gladstone MI 49837

Assessor Phone: (906) 241-9618

ZONING DISTRICT

Parcel # 21-	Township: ESCANABA
Property Owner:	Section: T N R W

District:	Min. Lot Size:	Min. Lot Width:
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Notes:

Date:	Initials:
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For Office Use Only: _____ COPY EMAILED TO ASSESSOR