



Office of Assessing Guidelines for Application for Land Division and Combination

(Revised 7/1/2022)

The Application for Land Division and Combination must include the following:

Proof that the parcel(s) to be divided or combined were in existence as of March 31, 1997 (the effective date of the Michigan Land Division Act). If a portion of any property transferred owners after this date, then you must complete and submit Treasury Form L-4260a which concerns the transfer of division rights. The website to obtain this form is: www.michigan.gov/documents/3278f_2689_7.pdf. You may also obtain a form at our office.

Proof that the applicant is the fee simple owner of the parcel(s) or a brief letter signed by the owner giving permission to divide or combine the parcel(s) of property. If the applicant is not the owner when the application is submitted, the applicant must become the fee simple owner before receiving approval for any building plans by the Assessing Office. A complete Property Transfer Affidavit must be included with the application, if the property was purchased after 1994. Use the website above to obtain this form.

Two copies of a section map (obtained at our office) showing all existing parcels to be included in the division/combination. The section map will be "Exhibit A" which you will write at the top of the map. "Exhibit A" represents the parcels to be divided or combined as they exist BEFORE the division or combination has occurred. Label the BEFORE parcels as "Parcel 1, Parcel 2, etc." Also, include the legal description of each BEFORE parcel.

Two copies of a survey map, drawn to scale, of the proposed parcels. The survey map must be prepared by a licensed surveyor or civil engineer. This registered survey must show the legal description and dimensions of all created parcels and the location of existing and proposed structures, land improvements, easements, streets, driveways, and ingress and egress to public or private streets. This map must be at a scale of at least one inch equals 100 feet and should show the location of wetlands or flood plain areas, the zoning of proposed parcels, and the location of existing buildings, streets, or driveways within 50 feet of the property lines. The survey map will be "Exhibit B" and will represent the parcels AFTER the division or combination has occurred. Label the newly created parcels as "Parcel 1, Parcel 2, etc." The application should include two copies of site plans for the proposed development.

Taxes MUST be paid. Property taxes, special assessments, water bills and invoices attributable to the land, including delinquencies, MUST be paid in full, when *billed*, before the land can be divided or combined.

A non-refundable application fee, payable to the "City of Sterling Heights" of \$520.00 for land combinations and \$620.00 for any type of land division.

Address Fee, payable to the "City of Sterling Heights" of \$29 per new address.

Note: Section 27-5(a) of the Land Division Ordinance states that the City Assessor shall approve or deny a complete application within 45 days. If an application is found to be incomplete by a department's review authority, the applicant will be notified in writing of what is required to make the application complete. If the applicant does not comply within 60 days, the application will be officially denied by the City Assessor.

All applications must comply with the provisions of the Michigan Land Division Act, Chapter 27 of the Sterling Heights Code of Ordinances, Zoning Ordinance Number 278, all existing building requirements, and the instructions listed above.

If you have any questions regarding these guidelines, please call the Office of Assessing at (586) 446-2340.



**Application for:
Land Division and Combination**

Division Fee: \$620.00
 Combination Fee: \$520.00
 Address Fee: \$29.00 per new address

Split Number : PSPL - _____

Application Date: ____ / ____ / ____

Owner:	_____
Address:	_____ _____
Telephone:	_____
email:	_____
Applicant:	_____
Address:	_____ _____
Telephone:	_____
email:	_____

Is the applicant the legal owner of ALL parcels to be divided or combined? Yes No

If No, applicant must submit written authorization from each parcel owner.

How many parcels of property are there now, **BEFORE** the land division or combination? _____

How many parcels of property will there be **AFTER** the land division or combination? _____

List the sidwell identification numbers of all existing parcels **BEFORE** the land division or combination:

- Parcel 1: 10-10-____ - ____ - ____
- Parcel 2: 10-10-____ - ____ - ____
- Parcel 3: 10-10-____ - ____ - ____
- Parcel 4: 10-10-____ - ____ - ____
- Parcel 5: 10-10-____ - ____ - ____
- Parcel 6: 10-10-____ - ____ - ____
- Parcel 7: 10-10-____ - ____ - ____
- Parcel 8: 10-10-____ - ____ - ____

Office use only (Revised 7/1/22)	
City Assessor: Robin Palazzolo	
Date Received from Applicant:	_____
Incomplete:	Date: _____
Complete:	Date: _____
Comments:	_____ _____ _____
City Planner: Chris McLeod	
Date Received from Assessing:	_____
Incomplete:	Date: _____
Complete:	Date: _____
Comments:	_____ _____ _____
City Engineer: Brent Bashaw	
Date Received from Planning:	_____
Incomplete:	Date: _____
Complete:	Date: _____
Comments:	_____ _____ _____
City GIS Coordinator: Sarah Mitchell	
Date Received from Engineering:	_____
Incomplete:	Date: _____
Complete:	Date: _____
Comments:	_____ _____ _____
Building Official: Frank Bayer	
Date Received from GIS Coordinator:	_____
Incomplete:	Date: _____
Complete:	Date: _____
Comments:	_____ _____ _____
City Treasurer: Mary Chavez	
Date Received from Building:	_____
Incomplete:	Date: _____
Complete:	Date: _____
Comments:	_____ _____ _____
City Assessor: Robin Palazzolo	
Date Received from Treasury:	_____
Approved:	Date: _____
Denied:	Date: _____
Reason for Denial:	_____ _____ _____