

Clement Township

LAND DIVISION/PARCEL COMBINATION/LOT LINE ADJUSTMENT APPLICATION

Owner's Name: _____
Mailing Address: _____ State: _____ Zip: _____
Phone Number: _____

THE FOLLOWING ACTION IS REQUESTED BY APPLICANT:

___ Land Division

Parent Parcel Number _____ Address: _____

Number of new parcels requested: _____

___ Parcel Combination

Parent Parcel Number _____ Address: _____

Parent Parcel Number _____ Address: _____

Parent Parcel Number _____ Address: _____

Parent Parcel Number _____ Address: _____

___ Boundary Adjustment

Parent Parcel Number _____ Address: _____

Parent Parcel Number _____ Address: _____

All Land Divisions/Combinations must comply with the Land Division Act, P.A. 288 of 1967 as amended by P.A. 591 of 1996 and by P. A. 87 of 1997.

All parts of the application must be completed or the application will be returned to you.

Applications are subject to approval by the Assessor, the Clement Township Board, and the Clement Zoning Administration.

All current and past property taxes, including any special assessments must be paid before approval. **Applicant must attach a copy of the certification from the Gladwin County Treasurer's Office indicating that all property taxes and special assessments are paid.**

A new Principal Residence Exemption Affidavit must be included for the new split/combined parcels where applicable.

New property ID numbers will be issued upon a completed and approved application. Parcel Divisions, Combinations, and boundary adjustments take effect with the following year's assessment roll. **All tax bills for the current year will be issued on the parent parcel. It is the current owner's responsibility to pro-rate any taxes for the current year.**

Completed applications must be received by the Dec. 31st to be considered for the following year.

LAND DIVISIONS- The depth of the proposed parcels may not be more than four times the width. The road frontage and lot area must meet zoning ordinance requirements. Resulting parcels must be accessible and not land locked.

All land divisions must include a Certificate of Survey of all new parcels created with the new legal descriptions included. After approval, a new deed containing the split parcels must be recorded with the Gladwin County Register of Deeds Office per MCL 560.108(5).

Application Fee: \$50 Please make check payable to “Clement Township” this fee is non-refundable.

Submit completed application, \$50 fee, and supporting documents to:

**CLEMENT TOWNSHIP
1497 E. M-30
Alger, MI 48610**

By signing this contract, you are consenting to the split/combination process. There is no appeal once the new parcels have been added to the assessment roll. Any request for reversal will not take place until a new application, fee and approval is completed. Reversals would be applied to the following year’s tax roll.

(all property owners of record must sign)

Property Owner Signature _____ Date: _____

Property Owner Signature _____ Date: _____

For office use only.

_____ Received \$50.00 Check # _____ Money Order: _____ Cash: _____

Zoning- Approved/Denied (circle one)

Date: _____ Signature: _____

Assessor- Approved/Denied (circle one)

Date: _____ Signature: _____

Township Board- Approved/Denied (circle one) Date: _____

Approval/Denial letter sent: _____