



CITY OF FLINT, MICHIGAN
Department of Finance

Assessment Division
Land Division and Combination Application

Sheldon Neeley
Mayor

Due no later than October 30, 2021

Stacey Kaake
City Assessor

Combine/Divide (Circle One)

Old Parcel # (s) _____

Address of Parcel(s) _____

Current Legal Owner:

Name Phone Fax

Address City/State/Zip

APPLICANT, if different from Owner:***

Name Phone Fax

Address City/State/Zip

Signature of Legal Owner Date

Signature of Applicant*** Date

***If the Applicant is not the Legal Owner of the property, then a notarized document, signed by the owner and the Applicant, authorizing Applicant to represent Owners interest must be filed with this application.

****Combination requests where only one parcel is in the DDA or different school districts cannot be combined. They must retain separate parcel numbers.

All taxes must be paid, to date, prior to application submitted.

PARENT PARCEL(S) INFORMATION

WHAT IS THE PURPOSE OF THIS SPLIT/COMBINATION; please give a detailed description of what is happening with the parcel(s):

Please attach a typed legal description of current parcel(s).

Please attach a typed legal description of each resulting parcel to the completed application.

Present zoning classification of property involved? _____
This can be found at www.flintpropertyportal.com

Does the public sewer and water system serve the property? Yes ___ No ___

Are you the legal owner of the property? Yes ___ No ___

Has the Property sold? Yes ___ No ___ if so, when _____
The property cannot be sold until lot split has been approved.

Is the parcel currently under appeal with the Michigan Tax Tribunal? Yes ___ No ___

Are the property taxes paid up to date? Yes ___ No ___

Is there a mortgage on the property? Yes ___ No ___

DO NOT WRITE BELOW THIS LINE

Date Submitted _____
Planning Review _____
DPW Review _____
Assessor Review _____
Building Review _____

THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:

1. The fee must be paid.
2. One (1) copy of the legal description of the original parcel(s).
3. One (1) copy of the new legal description(s) of parcel(s) to be created by the split/combination.
4. **For a Division-**One (1) copy of a survey and new legal description prepared by a registered land surveyor clearly showing the lot lines of current parcel(s) and division of the property to be split. **Including buildings with setbacks on the survey.**
5. **For Combination-** A copy of a plat map showing what lots are being combined (provided to you by the Assessment Div. staff).
6. Name and address for each new parcel for future tax bill.
7. List previous divisions of the parcels in the last ten (10) years, if any.
8. All current year **taxes must be paid by Dec 31** for request to have a final approval.
9. A certification from the Genesee County Treasurer showing previous years' taxes are current.
10. A release from the Mortgage Company stating the property can be combined/split or documentation showing that there is not a Mortgage on the property for all properties involved in the split/combination. If the property is being added to another piece that contains a mortgage, the mortgage company must submit a letter stating we can change the legal description.

2021 Fee Schedule:

- | | |
|--|-------------|
| 1. Combining or Creating 2 or fewer platted parcels | \$50 |
| (Example: Homedale Subdivision Lots 2 and 3) | |
| Each additional parcel, combined or created | \$50 |