



**CITY OF FLINT, MICHIGAN**  
**Department of Finance**  
**Assessment Division**  
 Land Division and Combination Application

Sheldon Neeley  
 Mayor

**Due no later than October 30, 2024**

This does not take effect until the 2025 tax year

Stacey Kaake  
 City Assessor

**Combine/Divide (Circle One)**

Current Parcel #(s) \_\_\_\_\_

Address of Parcel(s)

**Current Legal Owner:**

Name

Phone

Address

City/State/Zip

**APPLICANT, if different from Owner:\*\*\***

Name

Phone

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 document, signed and notarized by the owner and the Applicant, authorizing Applicant to represent Owners interest, must be submitted 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 being 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):

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Please attach a typed legal description of each resulting/new parcel to this application.

Present zoning classification of property involved: \_\_\_\_\_  
This can be found at [www.flintpropertyportal.com](http://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 recently 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 \_\_\_\_

Lots purchased from the Land Bank must have a waiver of the 5/50 tax designation to be combined and must be attached to this application.

**DO NOT WRITE BELOW THIS LINE**

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Date Submitted \_\_\_\_\_  
Planning Review \_\_\_\_\_  
Assessor Review \_\_\_\_\_  
Building Review \_\_\_\_\_

**THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:**

1. The necessary fee.
2. One (1) copy of the new legal description(s) of parcel(s) to be created by the split/combination.
3. **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.**
4. **For Combination-** A copy of a plat map showing what lots are being combined (provided to you by the Assessment Div. staff).
5. Name and address for each new parcel for future tax bill.
6. List previous divisions of the parcels in the last ten (10) years, if any.
7. All current year **taxes must be paid by Dec 31** for requests to have a final approval and be completed for the next tax year.
8. A certification from the Genesee County Treasurer showing previous years' taxes are current.
9. 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.

## **2024 Fee Schedule:**

- |           |   |              |
|-----------|---|--------------|
| <b>1.</b> | <b>Combining or Creating 2 or fewer platted parcels</b><br>(Example: Homedale Subdivision Lots 2 and 3) | <b>\$100</b> |
|           | <b>Each additional parcel, combined or created</b>  | <b>\$50</b>  |