



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

Sheldon Neeley  
Mayor

**Due no later than October 30, 2026**

This does not take effect until the 2027 tax year

Stacey Bassi  
City Assessor

All taxes and open invoices must be paid to date, prior to application being submitted.

**Combine/Divide (Circle One)**

Current Parcel Number(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 Owner's interest, must be submitted with this application.**

**\*\*\*\*Combination requests where only one parcel is in the DDA, Brownfield, Land Bank 5/50 or different school districts cannot be combined. They must retain separate parcel numbers.**

## **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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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 MTT? Yes \_\_\_\_ No \_\_\_\_

Are the property taxes paid up to date? Yes \_\_\_\_ No \_\_\_\_

Are there any open invoices on the parcel(s)? Yes \_\_\_\_ No \_\_\_\_

Is there a mortgage on the property? Yes \_\_\_\_ No \_\_\_\_

*If there is a mortgage, permission to split or combed parcel will need to be given by the mortgage company.*

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**

Date Submitted \_\_\_\_\_

Planning Review \_\_\_\_\_

Assessor Review \_\_\_\_\_

Building Review \_\_\_\_\_

## THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:

1. The necessary fee.
2. Any open invoices **must be paid prior** to turning in the application.
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 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's **taxes must be paid by Dec 31** for requests to have final approval and be completed for the next tax year.
9. Stamped certification from the Genesee County Treasurer showing previous year's taxes are current. One for each parcel is required.
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.

## 2026 Fee Schedule: (fees are subject to change at any time)

**Combining or Creating 2 or fewer platted parcels      \$100**  
(Example: Homedale Subdivision Lots 2 and 3)

**Each additional parcel, combined or created      \$50**