

**GARFIELD TOWNSHIP - ASSESSING DEPARTMENT**  
**LAND DIVISION AND COMBINATION**

**Guidelines and Process**

If you have questions regarding the process or requirements, please call the Assessing Department at 989-544-2445. Applications are available at [www.garfieldtownship-cc.com](http://www.garfieldtownship-cc.com) and at the township hall.

**Guidelines:**

- All applications for Land Division and/or Combination must comply with the provisions of the Michigan Land Division Acts (PA 288 of 1967, as amended by PA 591 of 1996, PA 87 of 1997, and PA 23 of 2019).
- Application approval should be obtained by December 1<sup>st</sup> of the current year to be processed for the next assessment year (example: apply and receive approval before December 1, 2022 for the change to be effective for the 2023 assessment and tax year).
- Application approval should be obtained prior to any ownership transfer of involved parcels.
- Each resulting parcel must comply with parcel width and area requirements of the local ordinance as well as all other applicable township ordinances, codes, provisions, standards, rules and regulations, etc which regulate and control the division and/or development of land.
- All current and delinquent taxes, special assessments, sewer bills, and invoices related to the involved parcels must be paid in full before application is approved.
  - PA 23 of 2019 requires the taxpayer/applicant to obtain tax certification on all parcels involved. The applicant will need to take the application to Clare County Treasurer's Office and pay a \$5.00 fee to receive the tax certification. Please see the Assessing Department for more information about the application/certification requirements and timeline.
- Please note, upon approval and processing, all parcels involved will receive new parcel numbers. Therefore, property owners will need to contact any person or business that uses parcel numbers and inform them of this change (for example, your mortgage company's escrow department).

**Review and Approval process:**

- All complete applications will be reviewed by the Garfield Township Assessing, Planning, Zoning, and Treasury Departments.
- All complete applications will be preliminarily approved or denied by the Township Assessor within 45 days of submittal.
- If an application is found to be incomplete, the applicant will be notified of what is required to make the application complete. If the applicant does not comply within 60 days, the application will be denied by the Township Assessor. Upon written notice of denial the applicant may appeal to the Township Board of Trustees.
- Approval of the application is not a determination that the resulting parcels comply with other ordinances or regulations or codes. The Township and its officers and employees shall not be liable for approving a land division/combination if building permits for construction on the parcels are subsequently denied because of inadequate water supply, sewage disposal facilities, and noncompliance with the zoning code or otherwise.

**Please see the next page for required items**

**Required items to be submitted to the Assessing Department  
for Land Division / Combination:**

**1. Signed and tax certified application**

- a. The application must be signed by the property owner(s) or a representative with a signed authorization letter from the owner.
- b. The application must have a tax certification letter from the Clare County Treasurer.

**2. Non-refundable application fee**

- a. Cash or check payable to Garfield Township Treasurer.
- b. The fee amount will vary, please contact the Assessing Department for the proper amount.

**3. Certified survey which MUST:**

- a. be prepared by a licensed surveyor or civil engineer.
- b. contain legal descriptions and dimensions for ALL new parcels created, including any residual parcels.
- c. show location of all existing and proposed structures with side and rear-yard set-back dimensions.
- d. show location of all existing and proposed ingress/egress and easements, including utility easements – all new easements and/or ingress/egress must be recorded documents.
- e. show road accessibility if applicable.
- f. show location of septic fields if applicable.

**4. Proof the applicant is the fee simple owner of the parcel(s)**

- a. Deed, Property Transfer Affidavit, Land Contract, etc

**5. If this is a principal residence:**

- a. Request to Rescind PRE affidavit for the current parent parcel(s).
- b. Principal Residence Exemption Affidavit for new parcel(s).

*\*\*\* Any Department conducting an application review may request or require additional documentation.*