



Assessing Department

2019 Guidelines for Application for Land Division and Combination (Revised 4-1-2019)

All applications for Land Division and Combination must comply with the provisions of the Michigan Land Division Act, Public Act (P.A.) 288 of 1967, as amended by P.A. 591 of 1996 and by P.A. 87 of 1997. If a portion of any property that was legally in existence as of March 31, 1997 is transferred after that date, the owner must submit Treasury Form L-4260a, which addresses the transfer of division rights.

All applications must include proof that the applicant is the “fee simple” owner of all of the parcels in the application. If the applicant is not the legal property owner they must submit written authorization signed by each parcel owner giving that applicant the permission to divide or combine all of the properties.

If any of the involved parcels have transferred after 1994, the applicant must file a completed Property Transfer Affidavit (Form L-4260) with the Assessing Department before the application is approved.

All property taxes, special assessments, bills and invoices, including delinquencies, attributable to all parcels involved in the application must be paid in full, when billed, before the application is approved.

All applications involving properties with an existing Principal Residence Exemption (PRE) must file a Request to Rescind PRE (Form 2602) on all existing parcels and a new PRE Affidavit (Form 2368) on all created parcels. The existing PRE Exemption will not automatically follow to the newly created parcels.

All applications must include a non-refundable \$300.00 fee, made payable to “Shelby Township.”

All complete applications will be reviewed by the Shelby Township Assessing, Planning, Building, Treasurer and Engineering Departments. All applications should be approved or denied by the Township Assessor within 45 days. If an application is found to be “incomplete” by any of the Township’s review authorities, the applicant will be notified of what is required to make that application “complete.” If the applicant does not comply within 60 days, the application will be officially denied by the Township Assessor.

All applications must include a legal description and location map of all parcels that exist before and will exist after the application is approved. The existing parcels should all be labeled as “Exhibit A” and the parcels that will be created as a result of the application process should all be labeled as “Exhibit B.” For example, if an application is seeking to combine three existing parcels into one parcel the application should include both a legal description and map of Exhibit A, Parcels 1, 2 and 3 and Exhibit B, Parcel 1. These legal descriptions and survey maps should be prepared by a licensed surveyor or civil engineer and should show the specific dimensions of all parcels and the location and setbacks for all existing and proposed structures, land improvements, easements, streets, driveways and ingress and egress to public or private streets. If a change in a boundary description from a previously recorded survey is necessary, these legal descriptions and survey maps must be prepared, signed and sealed by a licensed surveyor.

All applications approved in each calendar year will have new parcel identification numbers assigned to them, but these changes will have no effect on property assessments or taxes until the following year.

If you have questions about the land division and/or combination process or require any of the forms referenced above please call the Shelby Township Assessing Department at (586) 731-5910 or contact the Shelby Township Assessor, Matthew Schmidt directly at mschmidt@shelbytwp.org or at (586) 803-2000.