

## ***Alcona County Land Division Application***

**This application must be completed in the entirety by the property owner and submitted to the equalization department with all necessary attachments**

## Owner Information

Owner Name/s: \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_  
Phone(\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Owner Address: \_\_\_\_\_

## Property Information

Property Tax ID # \_\_\_\_\_ Acreage#: \_\_\_\_\_

Property Address: \_\_\_\_\_

Are there any Special Assessments on the property? Yes - No  
Did you own this property on March 31<sup>st</sup>, 1997? Yes - No

Did you own this property on March 31, 1997? Yes - No  
Did or do you own any other contiguous property? Yes - No

Did or do you own any other contiguous property? Yes - No  
Has property been divided since March 31<sup>st</sup> 1997? Yes - No - Unknown

Has property been divided since March 31, 1997? Yes - No - Unknown -  
If yes, do you have/receive division rights? Yes - No - #

Are you transferring division rights to the child parcels? Yes - No \_\_\_\_\_

Are you transferring division rights to the child parcels? Yes - No  
If so, please describe & file Form J-4260A:

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Digitized by srujanika@gmail.com

Please describe requested split:

Does the entire parcel(s) have any buildings or land improvements? Yes - No

If yes, the location of all buildings, well, septic, and other improvements must be noted on the scaled parcel sketch!

County and Township officials have 45 days after receiving a *COMPLETE & ACCURATE* application to approve or deny the land division application. Any revisions made to the land division after approval will require a new application & payment of fees. Approval may be contingent on additional conditions being met. Approval of this application does not guarantee parcels being suitable for building.

*Over*

There are several required attachments that **MUST** be submitted with this application

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Check payable to the Alcona County Equalization.  
\$100.00 **Per Split** & \$50.00 non-refundable application fee.

Check payable to the Alcona County Treasurer for Tax Certification &  
Tax Payment Certification Form Completed.  
\$5.00 **Per Parent Parcel**

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1. Scaled map &/or survey including:  
    Current Property Boundaries  
    Proposed Divisions  
    Existing & Proposed road easements & Right of Way's  
    Location of all buildings, well, septic, driveways, etc

2. **Legal Descriptions** for:  
    Child Parcels  
    Remaining Parcel

3. Approval from the Alcona County Road Commission or MDOT for each  
    proposed new road, easement, &/or shared driveway.

4. Soil Evaluation / Septic & Well permit from the Alcona County Health  
    Department for each proposed parcel being 1 Acre or Less in size.

5. Completed Form L-4260A if owner is transferring rights to make a division to a  
    child parcel. Deeds require correct # of division rights in order to formally  
    Transfer division rights.

**All Property Taxes and special assessments must be paid in full.**

**The owner and undersigned has read and completed this application in its entirety  
and has attached all required documentation.**

**Owner Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

=====  
**Office Use Only!!!**

Date Application Received \_\_\_\_\_  
Is Application Complete with Attachments Yes - No

Received By: \_\_\_\_\_

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**ALCONA COUNTY  
DEPARTMENT OF EQUALIZATION**  
P.O. Box 322  
Harrisville, MI 48740  
(989) 724-9430  
Fax (989) 724-9439

***Property Split Tax Pro-Ration Acknowledgement***

I understand and acknowledge that property splits applied for and approved during the current calendar year will not be individually assessed until the following year.

This means that the July & December tax bills will be based on the Taxable Value established at the March Board of Review for the current year and will reflect the tax liability of the entire parent parcel.

Buyers and sellers need to be aware of this issue and are encouraged to contact the local Township Assessor and/or Township Treasurer in July and/or December if tax bills are not received or if the bill received is for the entire parent parcel.

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Signed

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Date

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Parcel Number

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**Alcona County Treasurer  
106 5<sup>th</sup> St. PO Box 158  
Harrisville, MI 48740  
(989) 724-9420**

**Land Division / Property Combination Tax Payment Certificate Form**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner City, State, Zip: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property City, State, Zip: \_\_\_\_\_

Parcel ID Number(s): \_\_\_\_\_

**List All Numbers** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attach a description of the parcel(s) to be divided or combined.**

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**[ ] Certification Denied**

The Alcona County Treasurer's Office has found delinquent taxes on the parcel listed above and cannot issue a certification of tax payment.

Delinquent Taxes Owed: \_\_\_\_\_

**[ ] Certification Approved**

Pursuant to House Bill 4055, the Alcona County Treasurer's Office certifies that all property taxes and special assessments due on the above parcel subject to the proposed division for the five years preceding the date of the application have been paid. This certification does not include taxes, if any, now in the process of collection by the local tax collecting unit.

Exception: This certification being subject to any Board of Review, Tribunal, and/or Principal Residence Exemption denial.

**[ ] Dated on or after March 1**

The return of current delinquent taxes not available for examination.

Certified by: \_\_\_\_\_ Date Certified: \_\_\_\_\_

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