



# Acme Township

## Application for Land Combination, Division, And Boundary Adjustment

6042 Acme Road | Williamsburg, MI | 49690

Phone: (231) 938-1350 Fax: (231) 938-1510 Web: [www.acmetownship.org](http://www.acmetownship.org)

**NOTICE: No land division/combination will be completed until all taxes are paid in full**

Application is hereby made for the following:

**Owner Information**

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

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

Phone Number: \_\_\_\_\_

I am the legal owner of record of the below listed parcel(s) / lot(s) and hereby request that it be divided/combined as presented.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**Metes and Bounds Parcels**

- Combination
- Division into # \_\_\_\_\_ parcels
- Boundary Adjustment

**Platted Lots of Record**

- Combination of entire lots
- Separation of entire lots
- Division/Combination of portions of lots
- Boundary Adjustment

**Property Information**

Tax Identification Number(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Street Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Is/Are the parcel(s) in a Special Assessment District?

- No
- Yes, for  Road;  Sewer

**Road/Driveway Information**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Structures**

Currently the parcel(s) or lot(s) is/contains:

- Vacant
- House
- Accessory Building
- Commercial/Industrial

**Survey Information**

A sealed survey shall be required for all land divisions/ combinations and descriptions except for combinations involving platted lots of record.

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

Survey Company: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

Survey Number: \_\_\_\_\_

**Fees**

1 Division: \$50      2 or more Divisions: +\$25 each

Lot Line Adjustment/Combination: \$50

Total: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

**For Office Use Only**

TREASURER

As of \_\_\_\_\_, 20\_\_\_\_, Township records show that all taxes, special assessments, fees, and/or penalties billed to date on the above referenced parcel(s) / lot(s) have been paid.

Treasurer Signature \_\_\_\_\_

ZONING ADMINISTRATOR

The proposal meets all Township Zoning and Land Use Requirements.

Zoning Administrator Signature \_\_\_\_\_

ASSESSOR

The proposal is eligible for split, combination, or re-description; all ownership records are in order; accurate survey and description have been provided.

Assessor Signature \_\_\_\_\_

Approved       Denied



**HEIDI M. SCHELPE, MBA, CPFO**  
**GRAND TRAVERSE COUNTY TREASURER**

400 BOARDMAN AVENUE, SUITE 104  
TRAVERSE CITY, MI 49684-2577  
(231) 922-4735 • FAX (231) 922-4658  
EMAIL: HSCHELPE@GRANDTRAVERSE.ORG

September 18, 2019

Dear Assessors,

Important tax protections for buyers of subdivided land was signed into law recently. House Bill No. 4055 requires a property tax payment certification by the County Treasurer before any parcel of land is divided. This change ensures that taxes are paid before splits happen. It also creates clarity regarding delinquent tax payments when land is split, ensuring new owners will not receive the unpleasant surprise of responsibility for unpaid property tax bills of previous owners.

Effective September 16, 2019, the Grand Traverse County Treasurer's office will require the attached Certification to be submitted for any parcel of land that needs to be certified under House Bill No. 4055. This bill states the county treasurer will collect a fee for a certification under this subdivision in an amount equal to the fee payable under section 1(2) of 1895 PA 161, MCL 48.101, for a certificate relating to payment of taxes. This fee will be \$.20 per description of land at a minimum of \$5.00 per request which should be submitted with the certification request to the County Treasurer.

Attached is the complete House Bill No. 4055. Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Heidi Scheppe". The signature is written in a cursive style with a large initial "H" and a stylized "S".

Heidi Scheppe

Grand Traverse County Treasurer



**HEIDI M. SCHEPPE, MBA, CPFO  
GRAND TRAVERSE COUNTY TREASURER**

400 BOARDMAN AVENUE, SUITE 104  
TRAVERSE CITY, MI 49684-2577  
(231) 922-4735 • FAX (231) 922-4658  
E-MAIL: TREASURER@GRANDTRAVERSE.ORG

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**Land Division Tax Payment Certification**

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

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

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

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

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

Current Year & 5 years preceding Parcel ID Number: \_\_\_\_\_

Attach a description of the parcel to be divided

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**[ ] CERTIFICATION DENIED**

The Grand Traverse 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 Grand Traverse County Treasurer's Office certifies that all property taxes and special assessments due on the above referenced parcel subject to the proposed division for five years preceding the date of the application have been paid. This certification does not include taxes or special assessments, if any, now in the process of collection by the City, Village or Township Treasurer.

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

GRAND TRAVERSE COUNTY ROAD COMMISSION  
1881 LaFranier Road, Traverse City, MI 49686  
231.922.4848 – Phone /231.929.1836 – Fax

**Land Division Review Application**

Date: \_\_\_\_\_

Application No: LD \_\_\_\_\_

**Owner Information**

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

**Applicant/Authorized Agent Information** Check if same as above \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant/Authorized Agent Signature: \_\_\_\_\_

**Property Information**

Parent Parcel Identification Number: 28-\_\_\_\_\_

Township Name: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Public Road Name: \_\_\_\_\_ Private Road Name: \_\_\_\_\_

Number of Proposed Divisions: \_\_\_\_\_ Number of Divisions Available: \_\_\_\_\_

**The following items must be supplied for the application to be considered complete for review:**

(All items must be checked and initialed prior to acceptance of application)

- \_\_\_\_\_ Complete Application Form.
- \_\_\_\_\_ Payment of Land Division Review Application fee (\$50 for first division + \$30.00 for each additional parcel (minimum \$80.00).
- \_\_\_\_\_ Certificate of Survey prepared by a Professional Surveyor (including legal descriptions).
- \_\_\_\_\_ Copy of deed (or other document recorded in the GTC Register of Deeds proving ownership of parcel being divided). NOTE: GTC EQUALIZATION PARCEL SHEETS ARE NOT ACCEPTABLE AS PROOF OF OWNERSHIP
- \_\_\_\_\_ Field staking of proposed land division corners (proposed front/roadside parcel corners only) and preferred driveway location. (Show driveway location on sketch.)
- \_\_\_\_\_ Sight distance shall be indicated as distance from center of driveway on above mentioned sketch.

**PLEASE NOTE**

For sight distance requirements see the Grand Traverse County Road Commission Right of Way Permitting and Public Road Standards, Rules, Specifications and Guidelines.

Upon completion of the Land Division Application review, the GTCRC will mail a letter of recommendation to the applicable Township Assessor.

**OFFICE USE ONLY**

Payment Type: Credit Card: \_\_\_\_\_ Cash: \_\_\_\_\_ Check: \_\_\_\_\_

Receipt: \_\_\_\_\_ Date: \_\_\_\_\_