



Guidelines for Application for Land Division and Combination

(Revised 7/1/2025)

Office of Assessing, 40555 Utica Road, Sterling Heights, MI 48313 (586) 446-2340

The Application for Land Division and Combination must include the following:

1. Proof that the parcel(s) to be divided or combined were in existence as of March 31, 1997 (the effective date of the Michigan Land Division Act). If a portion of any property transferred owners after this date, Notice to Assessor of Transfer of the Right to Make a Division of Land form L-4260a, which concerns the transfer of division rights, must be included with the application. Form L-4260a may be obtained at our office or online at www.michigan.gov/documents/3278f_2689_7.pdf.

2. Proof that the applicant is the fee simple owner of the parcel(s) or a brief letter signed by the owner giving permission to divide or combine the parcel(s) of property. If the applicant is not the owner when the application is submitted, the applicant must become the fee simple owner before receiving approval for any building plans by the Assessing Office. If the property was purchased after 1994, Property Transfer Affidavit form 2766 must be included with the application. Form 2766 may be obtained at our office or online at www.michigan.gov/taxes/-/media/Project/Websites/treasury/Forms/Local-Government/2766.

3. Two copies of a section map showing all existing parcels to be included in the division/combination. The section map will be "Exhibit A," which you will write at the top of the map and may be obtained at our office. "Exhibit A" represents the parcels to be divided or combined as they exist **BEFORE** the division or combination has occurred. Label the BEFORE parcels as "Parcel 1, Parcel 2, etc." Also, include the legal description of each **BEFORE** parcel.

4. Two copies of a survey map, drawn to scale, of the proposed parcels. The survey map must be prepared by a licensed surveyor or civil engineer. This registered survey must show the legal description, including total acreage, dimensions of all created parcels, the location of existing and proposed structures, land improvements, easements, streets, driveways, and ingress and egress to public or private streets. This map must be at a scale of at least one inch equals 100 feet and should show the location of wetlands or flood plain areas, the zoning of proposed parcels, and the location of existing buildings, streets, or driveways within 50 feet of the property lines. The survey map will be "Exhibit B" and will represent the parcels **AFTER** the division or combination has occurred. Label the newly created parcels as "Parcel 1, Parcel 2, etc." The application should include two copies of site plans on "11x17" paper for the proposed development.

5. Taxes MUST be paid. Property taxes, special assessments, water bills and invoices attributable to the land, including delinquencies, MUST be paid in full, when *billed*, before the land can be divided or combined.

6. A non-refundable application fee, payable to the "City of Sterling Heights." If applying for land combination, the fee is \$550.00. If applying for any type of land division, the fee is \$650.00.

7. An address fee, payable to the "City of Sterling Heights." The fee is \$32 **per new address**.

All required documents must be submitted in person or via mail to Sterling Heights Assessor's Office, 40555 Utica Road, Sterling Heights, MI 48313. Documents will not be accepted electronically.

Note: Section 27-5(a) of the Land Division Ordinance states that the City Assessor shall approve or deny a complete application within 45 days. An application is considered complete once approval has been received from ALL reviewing departments, including Assessing, Building, Engineering, Planning, GIS, Water Billing, and Treasury. If an application is found to be incomplete by a department's review authority, the applicant will be notified in writing of what is required to make the application complete. If the applicant does not comply within 60 days, the application will be officially denied by the City Assessor.

All applications must comply with the provisions of the Michigan Land Division Act, Chapter 27 of the Sterling Heights Code of Ordinances, Zoning Ordinance 278, all existing building requirements and instructions listed above.



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Land Division and Combination Application **(Revised 7/1/2025)**

Division Fee: \$650.00
Combination Fee: \$550.00
Address Fee (per new address): \$32.00

Application Date:	
Owner(s) Name:	
Mailing Address:	
City, State, Zip:	
Telephone:	
Email Address:	
Applicant Name:	
Mailing Address:	
City, State, Zip:	
Telephone:	
Email Address:	

Is the Applicant the legal owner of ALL parcels to be divided or combined? (Circle one) YES NO
(If No, applicant **MUST** submit written authorization from each parcel owner.)

How many parcels of property are there now, BEFORE the land division or combination? _____

How many parcels of property will there be AFTER the land division or combination? _____

List the sidwell identification numbers below of all existing parcels BEFORE the land division or combination:

Parcel 1: 10-10-____ - ____ - ____
Parcel 2: 10-10-____ - ____ - ____
Parcel 3: 10-10-____ - ____ - ____
Parcel 4: 10-10-____ - ____ - ____
Parcel 5: 10-10-____ - ____ - ____
Parcel 6: 10-10-____ - ____ - ____
Parcel 7: 10-10-____ - ____ - ____
Parcel 8: 10-10-____ - ____ - ____

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