

SHIAWASSEE COUNTY COMMUNITY DEVELOPMENT  
201 N. SHIAWASSEE ST.  
3RD FLOOR – SURBECK BUILDING  
CORUNNA, MI 48817  
989.743.2396/ COMDEV@SHIAWASSEE.NET

## *Land Combination & Lot Line Adjustment Process*

**Step 1:** Have Community Development office staff ensure that the proposed lot line adjustment or land combination will meet the standards of the Shiawassee County Zoning Ordinance. Obtain Application via our website or in office.

**Step 2:** Following the preliminary land combination/ lot line adjustment meeting, obtain a survey reflecting the proposed combination/ adjustment.

Obtain a certificate from the County Treasurer that taxes have been paid for the previous five (5) years on the property/ properties subject to Land Division. The Community Development Department is required to reject an application that does not have a certificate from the County Treasurer attesting that taxes have been paid for the previous five (5) years on the parcels in question.

Address: 208 N. Shiawassee St., 2nd Floor of the Old Courthouse, Corunna, MI 48817.

Phone/Email: 989.743.2224, jsorenson@shiawassee.net

Office hours: Monday – Friday, 8:00 AM to Noon and 1:00 PM to 5:00 PM.

**Step 3:** Application, survey and tax statements filed with the Community Development Department for Zoning Approval.

Note: Applicant will receive additional forms upon zoning approval for the following steps.

Address: 201 N. Shiawassee St., 3rd Floor of Surbeck Building, Corunna, MI 48817.

Phone/Email: 989.743.2396, comdev@shiawassee.net

Office hours: Monday – Friday, 8:00 AM to Noon and 1:00 PM to 5:00 PM.

**Step 4:** Take the approved application and additional forms (provided upon zoning approval) to the Shiawassee County Road Commission for access review.

Address: 701 W. Corunna Ave., Corunna, MI 48817.

Phone: 989.143.2228

Office hours (subject to change by season): Monday-Thursday 7:00 AM to 3:30 PM.

**Step 5:** Contact the Local Unit of Government for final approval. See contact list below.

**Step 6:** Return the signed Notice of Approval of combination/ adjustment to the Community Development Department.

**Note: This process authorizes the applicant to legally combine/ adjust the property. This change takes place once the deed, land contract, leases or survey representing the approved divisions are recorded with the Shiawassee County Register of Deeds.**

## **Contact Person for Local Unit of Government:**

**Antrim Township:** Return to Community Development Department; Peter Preston, Director

**Bennington Township:** Donna Ash, Clerk (989.723.5555); Township Application Required

**Burns Township:** Shirley Riley, Clerk (810.444.3972)

**Fairfield Township:** Merilee Lawson, Assessor (989.743.5987)

**Hazelton Township:** James Sheridan, Supervisor (810.638.5861)

**Middlebury Township:** Mark Holley, Assessor (989.834.9900)

**New Haven Township:** Dan Winters, Planning Commission Chair (989.277.5558)

**Perry Township:** Troy Parmalee, Treasurer (517.420.7671)

**Rush Township:** Peggy Lidgard, Assessor (517.669.1205)

**Sciota Township:** Phillip Matthews, Supervisor (517.651.5387); Township Application Required

**Shiawassee Township:** Diane Dowler, Assessor (810.635.9596)

**Venice Township:** Ilene Stead, Assessor (810.621.4096; Wed. 9:00 AM – 3:00 PM)

**Vernon Township:** Merilee Lawson, Assessor (989.288.4403; Mon. 9:00 AM – 3:00 PM)

**Woodhull Township:** Pamela Slee, Supervisor (517.675.4341)

## **List of known surveyors in the Shiawassee County area:**

### **FSE, Flint Surveying & Engineering Co.**

5370 Miller Rd. Suite 13, Swartz Creek, MI  
48473  
(810) 230-1333

### **KEBS, Inc.**

2116 Haslett Rd., Haslett, MI 48840  
(517) 339-1014

### **Landmark Surveying PC**

204 N. Shiawassee St., Owosso, MI 48867  
(989) 725-8725

### **Powell Land Surveying, PC**

12256 N. Seymour Rd., Montrose, MI 48457  
(810) 639-2001

### **ROWE Professional Services Company**

540 S. Saginaw St. Suite 200, Flint, MI 48502  
(810) 341-7500

### **Spicer Group**

1400 Zeeb Dr., St. Johns, MI 48879  
(989) 224-2355