

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

Land Division Process

Step 1: Create a preliminary pencil sketch based on areal overlay (can draw yourself or utilize GIS Fetch – link on website). Review preliminary sketch with office staff in office or via email to make sure your proposal meets the zoning ordinance.

Step 2: Obtain Application via our website or in office.

Get official survey done on property with proposed division.

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.

Obtain approval from Road Commission for Access Review using your official survey.

County Treasurer

208 N. Shiawassee St., 2nd Floor of the Old Courthouse, Corunna, MI 48817
989.743.2224 / jsorenson@shiwasee.net
Office hours: Monday – Friday, 8:00 AM to Noon and 1:00 PM to 5:00 PM

Road Commission

701 W. Corunna Ave., Corunna, MI 48817
989.743.2228
Office hours (subject to change by season): Monday-Thursday 7:00 AM to 3:30 PM

Step 3: Submit application, survey, road commission approval and tax statements with the Community Development Department for Zoning Approval. **Note: Payment will be due at this time.**

Community Development

201 N. Shiawassee St., 3rd Floor of Surbeck Building, Corunna, MI 48817
989.743.2396 / comdev@shiwasee.net
Office hours: Monday – Friday, 8:00 AM to Noon and 1:00 PM to 5:00 PM

Step 4: Once approved by all entities the Land Division will be finalized through us. At which point we will have you take the approved copies to your lawyer or title company to finalize through the Register of Deeds.

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