

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: Have Community Development office staff ensure that the proposed division will meet the standards of the Shiawassee County Zoning Ordinance. Obtain Application via our website or in office.

Step 2: Following the preliminary land division meeting, obtain a survey reflecting the 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.

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 Land Division to Community Development Department.

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.

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