**Procedure for Splitting Land in**

**Buel Township**

1. Apply (w/copy of survey\*) with **Buel Township (Zoning Administrator)** along with a $75 (for each parcel being split, $25 for additional parcels) check payable to Buel Township. Please mail all documents and payment to the Zoning Administrator, at the P.O. Box provided on the 2nd page.
2. Fill out and submit (in person or by mail) the attached Land Division Tax Payment Certification Form to the Sanilac County Treasurer's office, along with payment of $5.
3. Submit approval requests to the applicable public utility right of way contacts on the following sheet-Electric, Gas (if applicable), and Road Commission. These will need to be provided to the assessor (e-mailed to sbaumeister@hotmail.com) before final approval will be given. Please start this immediately, as it may take some time to attain approvals from these corporations. Email receives the quickest turnaround time for these.

*\****Survey must include a legal description and drawing for proposed divisions as well as remaining parcels. Survey may also need to show setbacks for buildings as well.**

**\*Please note that ALL taxes (current and delinquent) must be paid and current on each parcel being split/combined before any split/combination will be approved.**

**\*\*Please allow a minimum of 3 weeks for approval. \*\***

*\*\*Approval of a division is not a determination that the resulting parcels comply with other ordinances or regulations and is not a guarantee that a building permit will be issued.\*\**

**Contact Information for Split Approval Process**

**DTE**

LaDonna Jackson **Thumb Electric**

Mt Clemens Service Center 2231 Main St

43230 Elizabeth Ubly, MI 48475

Clinton Twp, MI 48036 Ph-(989)658-8571

Ph (586)783-1978

Ladonna.jackson@dteenergy.com

**SEMCO Road Commission**

Patrick Hurd (810)648-2185

[Patrick.hurd@semcoenergy.com](mailto:Patrick.hurd@semcoenergy.com)

(810)887-3041

**Buel Township Zoning Administrator**

Adam Chapdelaine

P.O. Box 313

Croswell, MI 48422

(810)662-1765

buelzoning@yahoo.com

**Buel Township Assessor**

Shelly Baumeister

(810)378-5776

sbaumeister@hotmail.com