

## “How to Read a Charlevoix County Parcel Identifier (tax number)”

### Notes:

- As with any system, there are exceptions to the following rules. This is meant to give you a basic guide to reading and locating parcels on your own. If a parcel seems to have an unusual PIN, give us a call for assistance. However, all parcels have a few things in common:
  - o Parcels all have a tax ID or parcel identification number: ###-###-###-##
  - o Parcels all have a legal description which is a written description of the properties location. (See 'Understanding Metes & Bounds Legal Descriptions')
- If an ID number starts with "15", this is county number assigned by the state. This number is not used when searching for a parcel on the county website.

There are 4 parts to a property tax number, or parcel identification number (PIN) each part is separated by a '-' and each tells you something about the property. A typical tax ID number will read something like this: 014-011-015-00.

### Part One ('014' in the sample number above)

Identifies the township, city or village the property is located in:

001 = BAY  
002 = BOYNE VALLEY  
003 = CHANDLER  
004 = CHARLEVOIX  
005 = EVANGELINE  
006 = EVELINE  
007 = HAYES  
008 = HUDSON  
009 = MARION  
010 = MELROSE  
011 = NORWOOD  
012 = PEAINE  
013 = ST JAMES  
014 = SOUTH ARM  
015 = WILSON  
051 = CITY OF BOYNE CITY  
052 = CITY OF CHARLEVOIX  
053 = CITY OF EAST JORDAN  
041 = VILLAGE OF BOYNE FALLS

### Part Two ('011' in the sample number above)

Tells you what section (See 'Understanding Metes & Bounds Legal Descriptions') or subdivision the property is located in.

- Numbers 001 through 036 will always indicate a section number.
- Numbers 101 through 136 and 201 through 236 will also typically indicate a section with the last number or two being the section number.
  - o The exception to this is in the cities, villages, and Charlevoix Township where any number over 036 will indicate a subdivision
- Numbers 100, 140-200 & 240 or higher will typically indicate that the property is in a subdivision. (See 'Subdivision Code Numbers' for a complete list of subdivisions and associated code numbers.)
- Here are some exceptions to the above rules:
  - 888 = Building on Leased Land (Lake Louise)
  - 899 = Commercial Building on Leased Land
  - 901 = Building on Leased Land (Belvedere Club)

902 = Building on Leased Land (Chicago Club)  
900 = Personal Property  
990 = Industrial Facilities Tax Real Property  
995 = Industrial Facilities Tax Personal Property  
998 = Land Bank  
999 = Commercial Forest

**Part Three** ('015' in the sample number above)

Identifies the specific parcel (if metes & bounds description within section) or lot/unit (if subdivision). In most cases this will be the lot number from the plat or unit number within the condo. This number will then connect to the fourth portion of the tax ID.

**Part Four** ('00' in the sample number above)

Indicates if the property has been part of a split or combination.

00 = parent parcel, or original lot/unit configuration

All others = indicate that the parcel has been part of a split or combination. Typically, the higher the number the more splits/combinations it has been a part of.

**Examples:**

014-011-015-00 (from above):

- "014" it is in South Arm Township
- "011" it is in section 11
- identified as parcel "015" of that section and
- "00" it has not been split off of another parcel

002-390-112-00:

- "002" it is in Boyne Valley Township
- "390" it is in a sub or condo (it is a condo)
- "112" it is unit number 112
- "00" it hasn't been split