

St Clair Township
1539 S. Bartlett Road
St Clair, MI. 48079
(810) 329-9042

Policy of St Clair Township of assessor's office hours and information accessible to taxpayers as defined by MCL 211.10g(1)(c).

Taxpayer Inquiries of Assessing Office

Heather L. Stewart, MAAO, MCPPE,
Assessor of Record, St Clair Township

Cell Phone: (810) 956-7318 from 8 a.m. to 6 p.m. Monday – Friday

Email Address: assessor@stclairtp.org

*All emails and phone calls will normally receive a response before 6 p.m. of next business day. If there is a delay, the estimated response time will not exceed seven business days. MCL 211.10g(1)(c)(ii)

Assessor Office Hours: Tuesday and Thursdays, 8 a.m. to 4:30 p.m.

Or by an appointment, that is requested and scheduled at a more convenient time of a taxpayer.

*Taxpayers may arrange an in-person meeting with the Assessor, Heather L. Stewart for purposes of discussing an inquiry during assessor office hours or by an appointment that is setup at a more convenient time of the taxpayer. MCL 211.10g(1)(c)(iii)

Inspection or Production of Assessment Records

Assessment records are available for inspection or production that are maintained by the Assessor, Heather L. Stewart during assessor office hours, Tuesdays and Thursdays 8 a.m. to 4:30 p.m. and during normal business hours of the office of St. Clair Township.

Assessment records are available online through the St. Clair Township website, www.stclairtp.org, assessing department, BS&A Online Assessment Record access link.

Assessment records are available to be emailed directly to a taxpayer by request, Monday through Friday, 8 a.m. to 6 p.m. by contacting Heather L. Stewart by phone at (810) 956-7318 or by email at assessor@stclairtp.org.

Assessment records are available for inspection or production that are maintained by the Assessor, Heather L. Stewart, during an in-person appointment time that is requested and scheduled at a more convenient time of a taxpayer.

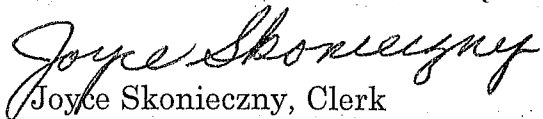
*Taxpayers that would like to make an appointment for an inspection or production of assessment records, may contact Heather L. Stewart by phone at (810) 329-9042 or by cell (810) 956-7318, or by email at assessor@stclairtwp.org. MCL 211.10g(1)(c)(iv)

Process of Assessor of Record to meet with taxpayers to informally hear or resolve disputes brought by taxpayers before the March meeting of the Board of Review

Assessor, Heather L. Stewart, shall meet with taxpayers that are wishing to appeal to the March Board of Review by phone or in-person at a time and date that is convenient for the taxpayer(s). During this meeting, the assessor shall review the property record card and sale studies with the taxpayer(s) to informally hear or resolve disputes brought before the March meeting of the Board of Review.

*Taxpayers wishing to appeal to the March Board of Review shall contact Heather L. Stewart by phone at (810) 956-7318 or by email at assessor@stclairtwp.org for an informal meeting with the assessor before the March meeting of the Board of Review. MCL 211.10g(1)(c)(v)

I Joyce Skonieczny, Clerk of St Clair Township, County of St Clair, Michigan do hereby certify that the foregoing is a true and complete copy of this Policy adopted by the Township Board of Trustees at a meeting on the 16th day of September, 2024 and that said meeting was conducted with a quorum present by a vote of said members, public notice of said meeting given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting are kept and will be or have been made available as required by said Act.


Joyce Skonieczny, Clerk