



## LOT SPLIT/COMBINE APPLICATION

**Please Check:**

- SPLIT**
- COMBINATION**
- BOTH**

**THIS APPLICATION MUST BE SUBMITTED WITH ALL REQUIRED INFORMATION AS REQUESTED IN THIS APPLICATION. FAILURE TO MEET ANY OF THE GUIDELINES OR TIMELY SUBMIT DOCUMENTS WILL NOT BE PROCESSED UNTIL THE FOLLOWING TAX YEAR, PROVIDED AT THAT TIME ALL CORRECT DATA HAS BEEN PROVIDED AND MET.**

OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

PARCEL ID NUMBER FOR PARENT(S): \_\_\_\_\_

\_\_\_\_\_  
PARENT PROPERTY ADDRESS(ES): \_\_\_\_\_

\_\_\_\_\_  
RESULTING CHILDREN PARCEL(S):

CHILD 1: OWNER (if different then above Property Transfer Affidavit must also be submitted):  
\_\_\_\_\_ PHONE: \_\_\_\_\_

LEGAL DESCRIPTION:  
\_\_\_\_\_  
\_\_\_\_\_

CHILD 2: OWNER (if different then above Property Transfer Affidavit must also be submitted):  
\_\_\_\_\_ PHONE: \_\_\_\_\_

LEGAL DESCRIPTION:  
\_\_\_\_\_  
\_\_\_\_\_

CHILD 3: OWNER (if different then above Property Transfer Affidavit must also be submitted):  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
LEGAL DESCRIPTION:  
\_\_\_\_\_  
\_\_\_\_\_

CHILD 4: OWNER (if different then above Property Transfer Affidavit must also be submitted):  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
LEGAL DESCRIPTION:  
\_\_\_\_\_  
\_\_\_\_\_

IF THERE ARE MORE THAN FOUR RESULTING CHILDREN, PLEASE ATTACH ADDITIONAL INFORMATION FOR EACH.

IS THERE CURRENTLY A MORTGAGE ON ANY OF THE INVOLVED PARENT PARCELS: \_\_\_\_\_  
IF THERE IS CURRENTLY A MORTGAGE ON ANY PARCEL INVOLVED, A WRITTEN LETTER OF PERMISSION IS REQUIRED FROM THE MORTGAGEE IN ACKNOWLEDGEMENT OF THE PROPOSED CHANGE.

I/WE ACKNOWLEDGE THAT ALL OF THE DATA ON THIS APPLICATION IS CORRECT:

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
CO-OWNER'S SIGNATURE

IF THERE IS AN OUTSTANDING LAND CONTRACT, HOLDER OF THE CONTRACT MUST SIGN THIS DOCUMENT AS WELL INDICATING APPROVAL OF THIS REQUEST:

\_\_\_\_\_  
LAND CONTRACT HOLDER SIGNATURE

## **LOT SPLIT/COMBINE INFORMATION SHEET**

THE FOLLOWING INFORMATION IS REQUIRED TO FILE WITH THE ASSESSING DEPARTMENT FOR CONSIDERATION FOR A PROPERTY SPLIT/COMBINE.

1. APPLICATION MUST BE SUBMITTED
2. COPY OF DEED OR LAND CONTRACT SHOWING OWNERSHIP FOR ALL PARENT PARCELS INVOLVED. LAND CONTRACT PURCHASERS MUST FURNISH A LETTER OF PERMISSION AND PROOF OF OWNERSHIP FROM LAND CONTRACT HOLDER.
3. FEES APPLY AS FOLLOWS:
  - a. FOR SPLIT:
    - i. FOR EACH NEW PARCEL (LEGAL DESCRIPTION) BEING CREATED THERE WILL BE A \$50.00 FEE.
    - ii. APPLICATION PROCESSING FEE OF \$50.00.
  - b. FOR COMBINATION:
    - i. APPLICATION PROCESSING FEE OF \$50.00.
4. ANY OUTSTANDING TAXES, LIENS, ETC. MUST BE PAID IN FULL FOR EACH PARCEL INVOLVED.
5. SPLIT/COMBINE MUST BE SUBMITTED TO THE ASSESSOR'S OFFICE PRIOR TO JANUARY 1 OF THE YEAR TO BE PROCESSED FOR THE UPCOMING TAX YEAR. THERE WILL BE NO MID-YEAR SPLIT OR COMBINATIONS WILL BE ALLOWED.
6. TAXES FOR THE IMMEDIATE PRECEDING YEAR MUST ALSO BE PAID IN FULL AS OF JANUARY 31.

ALSO REQUIRED FOR PROPERTY BEING SPLIT:

7. FOUR COPIES OF STAKE SURVEY BY REGISTERED LAND SURVEYOR SHOWING:
  - a. ALL EXISTING BUILDINGS ON PROPERTY TO BE SPLIT.
  - b. LOT LINES AFTER SPLIT.
8. COMPLETE LEGAL DESCRIPTION OF EACH PARCEL BEING CREATED.

### **(OFFICE USE ONLY)**

CERTIFICATION:

1. THE PROPOSED CHANGES CONFORM WITH THE ZONING AND ALL OTHER APPLICABLE REGULATIONS FOR THE COMMUNITY: \_\_\_\_\_ (Building official)
2. PROPERTY TAXES AND ANY SPECIAL ASSESSMENTS FOR CURRENT AND PREVIOUS YEARS HAVE BEEN PAID IN FULL: \_\_\_\_\_ (Treasurer)
3. LEGAL OWNERSHIP HAS BEEN VERIFIED AND PROPOSED CHANGES COMPLY WITH THE MICHIGAN LAND DIVISION ACT (PA 591 OF 1996): \_\_\_\_\_ (Assessor)