

Land Division and Combination Application



Divide _____ parcel(s) into _____ new parcels.

Old Parcel # (s) _____

Address(s) of Parcel _____

Application Fee \$150.00
EFFECTIVE July 1, 2013

Legal Owner

Name	Phone	Fax

Address	City/State/Zip	

APPLICANT: ***

If different from Owner	Name	Phone	Fax

Address	City/State/Zip		

Signature of Legal Owner	Date
_____	_____

Signature of Applicant***	Date
_____	_____

***If the Applicant is not the Legal Owner of the property, then notarized document, signed by the owner and the Applicant, Authorizing the Applicant to represent Ownership interest must be filed with the Assessor's Office.

****Combination request where only one parcel is in the DDA or different school districts cannot be combined. They will have to retain separate parcel numbers.

All tax must be paid, to date, prior to application submitted.

PARENT PARCEL(S) INFORMATION

WHAT IS THE PURPOSE OF THIS SPLIT/COMBINATION; please give a detailed description of what is happening with the parcel(s):

Please attach a typed legal description of current parcel(s).

Please attach a typed legal description of each resulting parcel to the completed application.

Present zoning classification of property involved? _____

Does the public sewer and water system serve the property? Yes ____ No ____

Are you the legal owner of the property? Yes ____ No ____

Has the Property sold? Yes ____ No ____ if so, when _____

The property cannot be sold until lot split has been approved.

Is the parcel currently under appeal with the Michigan Tax Tribunal? Yes ____ No ____

Are the property taxes paid up to date? Yes ____ No ____

DO NOT WRITE BELOW THIS LINE

Date Submitted	_____
Planning Review	_____
DPW Review	_____
Assessor Review	_____

THE FOLLOWING MUST ACCOMPANY THIS APPLICATION

1. Receipt showing fees have been paid.
2. Two (2) copies of the legal description of the original parcel(s).
3. Two (2) copies of the legal descriptions of parcels to be created by the split / combination.
4. Two (2) copies of a plot plan prepared by a registered land surveyor clearly showing the lot lines of current parcel(s) and division of the property to be split **including buildings with setbacks on the survey.**
5. Names and addresses for each parcel for future tax bill.
6. List previous divisions of the parcels in the last ten (10) years, if any.
7. Tax certification from Genesee County Treasurers office. Per HB 4055.
8. A release from the Mortgage Company stating the property can be combined / split or documentation showing that there is not a Mortgage on the property. This is for all properties involved in the split / combination. If the property is being added to another piece that contains a mortgage, the mortgage company must submit a letter stating we can change the legal description.