



Split # _____
(Office Use)

Land Division Application

This form is a required filing any time the legal description of a parcel changes. It has been prepared to assist in the determination of compliance with Michigan's Land Division Act as well as local Zoning ordinances. This includes changes such as property splits, combinations, lot line adjustments, creation or amendment of subdivisions, condominiums, etc. Please answer all questions to ensure timely processing. While in most cases the below information will be sufficient for the required review, additional questions and documentation may be requested.

ADMINISTRATIVE FEE: SPLIT: \$100 COMBINATION: \$100 Paid: _____
(Check # - Office Use)
5 OR MORE PARCELS CREATED: \$25/Parcel Max \$500

CONTACT INFO: APPLICANT NAME: _____ RELATION: _____
(Eg: Owner, Lawyer, Buyer, etc.)
PHONE: _____ E-MAIL: _____

OWNER NAME: _____
(If Different Than Applicant)

PARCELS INVOLVED: PARCEL #: _____ ADDRESS: _____

PARCEL #: _____ ADDRESS: _____

DESCRIPTION OF PROPOSED PARCEL CHANGES:

Attach a survey with legal descriptions for each proposed new parcel that will be created along with the location of all buildings and structures (existing and proposed). Indicate all future division rights.

The above information is correct to the best of my knowledge, and I grant the local government authorities permission to visit the site as needed to review the proposed parcel changes.

OWNER'S SIGNATURE: _____ **DATE:** _____
(Or Legal Representative)

***** FOR OFFICE USE *****

APPROVALS: ZONING: _____ DATE: _____

ASSESSING: _____ DATE: _____

Land Divisions (Splits) & Combinations

For Property Divisions (Splits) and Combinations, the Assessor's Office requires from the property owner the following:

- 1) \$100 Filing Fee for Splits and Combinations OR
 \$25/child parcel (\$300 maximum fee) if 5 or more child parcels are created.

- 2) Completely filled out and signed Land Division Application. The form may be filled out by an owner, legal representative, associate, attorney, realtor, etc., BUT must be signed by one of the owners or legal representatives. More documentation and clarification are often necessary such as for the review of new construction sites, new subdivisions, etc.

- 3) A legal description of each existing "parent" parcel (or parcels) involved and new legal descriptions of each proposed resulting "child" parcel (or parcels) that will be created. The typical practice, which is strongly recommended and often required for the site review, is that a survey be performed and submitted along with the application. For Zoning/Building review, the survey should include any existing or proposed building locations on the premises, driveways, fences, easements, etc.

*Note – The new "Child Parcels" created from a property split or combination are recognized and brought on to the tax roll in the year following the request. As "Tax Day" every year is December 31st, whatever the property looked like on that day is how it is assessed for the upcoming year.

For example, if a split is requested on March 18th, 2010, the new parcel numbers will come on to the 2011 tax roll. As of December 31st, 2009 (Tax Day for the 2010 Assessments), the request had not been made yet. As of December 31st 2010 (Tax Day for the 2011 Assessments), the request has been made (back in March in this case) and the parcels will be recognized.

All tax bill pro-rations are the responsibility of the parties involved in the transfer of the property.