



Received:  
Date Stamp Here

**APPLICATION FOR LAND DIVISION / COMBINATION / ALTERATION**

Applicant Information (Owner Authorization Required)		Owner Information (if different)	
Name		Name	
Address		Address	
City, State, Zip		City, State, Zip	
Phone No.	E-mail Address	Phone No.	E-mail Address

Property Information	Parent Parcel Number(s)
Property Address	Property I.D. No:
Total Acreage	Property I.D. No:
	Property I.D. No:
Subdivision (if applicable)	Property I.D. No:

**THE FOLLOWING ACTION IS HEREBY REQUESTED BY THE APPLICANT: (Please Check all Applicable Boxes)**

DIVISION / SPLIT	<input type="checkbox"/>	MASTER DEED	<input type="checkbox"/>
COMBINATION	<input type="checkbox"/>	BOUNDARY TRANSFER	<input type="checkbox"/>
PLAT	<input type="checkbox"/>	DESC CORRECTION	<input type="checkbox"/>

Please note that the attached "Application Check-list" must be completed, signed, and submitted along with this application before anything will be processed.

The City of Lapeer does Not split the current year Assessment's, Taxable Value's or Taxes; ie. (Courtesy Splits)

Parent Parcel Numbers will remain in effect in the current tax year. Property owners shall be responsible for the pro-ration, escrow, and payment of the current, and/or pending Summer and Winter Tax Billing. Delinquent and/or unpaid taxes will remain a lien against the "Parent Parcels".

**Split/Combine Fee's**

Resulting Parcels	Rate
1st	\$125.00
2 - 4 (Additional)	\$75.00 (Each Additional)
5+	\$50.00 (Each Additional)

**Address Fee's**

Units	Fee
1 - 4	\$25.00 (Each)
5 - 40 (Additional)	\$10.00(Each Additional)
5+	\$5.00 (Each Additional)

Applicants Signature	Title (Owner/Agent/Other)	Date
----------------------	---------------------------	------

\*\*\*\*\*

This Section for Official Use Only			Date
<b>Board of Commisioners Approval</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> N/A
<b>Assessor's Action</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> N/A

\_\_\_\_\_  
Jaime T. Barra, Assessor

Date: \_\_\_\_\_

MCL 560.109 (1) A municipality shall approve or disapprove a proposed division within 45 days after the filing of a complete application for the proposed division with the assessor or other municipally designated official.



Revised : 06-22-2017

Received:
Date Stamp Here

LAND DIVISION / COMBINATION / ALTERATION - CHECK LIST

- Copy of Receipt Application Fee Paid
Copy of Receipt Address Fee Paid (If Necessary)
A-1 Parent Parcel Property Survey / Descriptions on 8.5 X 11 Paper
Including: (Existing Property Configurations Labeled as "A-1, B-1, C-1,...)
A-2 Child Parcel Property Survey / Descriptions on 8.5 X 11 Paper
Including: (New Property Configurations Labeled as "A-2, B-2, C-2,...)
Copy of Receipt Proof of Paid Taxes / Special Assessments
Copy Release of Lien from Mortgage Company
Deed Proof of Ownership or Letter of Authorization (If Requested)

Please note that the applicant or authorized representative must sign below to acknowledge that the requirements listed on this check list have been satisfied.

The Owner/Applicant understands that any pro-rated Assessed and Taxable Values established by the Assessor are for the purpose of allocating the proportionate share of the current year values for the following year.

MCL 560.109 (1) A municipality shall approve or disapprove a proposed division within 45 days after the filing of a complete application for the proposed division with the assessor or other municipally designated official.

Signature

Date

Title (Owner/Agent)