



The proper steps to Split or Combine Property in Oronoko Charter Township

Pre-planning

Contact your local municipality and ask if your property can be divided and provide a rough draft of any “proposed” new parcels. Officials must be certain the division meets the requirements of the Michigan Land Division Act as well as local ordinances that must be adhered to.

There are seven items to consider prior to receiving an approval for a land division. The municipality must determine if the proposed new parcel:

- Meets the minimum size per the land division act or local ordinance
- Meets the minimum width per the land division act or local ordinance
- Meets the depth to width ratio for parcels 10 acres or less (depth cannot exceed 4 times the width)
- Has divisions available
- Will be accessible
- Does not land lock a cemetery
- Has adequate and accurate legal descriptions for all parcels

Application

Once you have had all of your questions answered regarding the proposed division, you may complete a Land Division Application. Items that must be included with the application include:

1. A survey which must show
 - The proposed division(s)
 - Dimensions and size of proposed division(s)
 - A complete and accurate description for each new parcel created
 - Existing improvements (buildings, wells, septic systems, driveways etc.)
 - Existing and proposed road/easements right of way(s)
 - Easements for public utilities from each new parcel to existing public utility facilities.
 - Any cemeteries that are adjacent to or may have access through this parcel
2. For each new buildable parcel,
 - Indication of approval or permit from the Berrien County Road Department or MDOT for the location of each new road, easement or shared driveway, if necessary
 - Soil evaluation along with well and septic system permits from the Berrien County Health Department (if public services are not available)

Fees

Oronoko Township charges a \$100 fee per land division/combination application. Berrien County charges a separate land division fee, which is discussed later.

Review

Once the land division application has been accepted and payment for the application has been received, the official review process will begin. The local unit has 45 days of the date of application to review and determine the status of the application. You will be notified either in writing, by phone call or email of the status of the application.

If approved, you will be directed to pick up a copy of the approved application. Drop off or mail your approved application, new descriptions, survey, and appropriate fees to the Berrien County GIS Mapping Department by the last business day of the current year.

Berrien County Land Description charges the following fees:

- A flat fee of \$105.00 per document, survey or authorized request
- A flat fee of \$35.00 per combination. All combinations must have proper municipality approval before it will be processed. All combinations must have the exact same taxpayer(s) on each parcel involved before it is processed.

This is not an all-inclusive list of fees charged by Land Description. It is suggested that you contact the Land Description Department at (269) 983-7111 ext. 8300 for verification of these fees.

Selling the newly created parcels

If you sell any “part of” the original parcel at any time during the current tax year, **YOU WILL CONTINUE TO RECEIVE A TAX BILL FOR THE ENTIRE PARCEL, FOR THE ENTIRE YEAR.** The newly created parcels will **not be active in the tax system** until NEXT year. This means that the owner of record at the time of the division will continue to receive property tax bills (summer and winter levies) for the parcel as it existed prior to the division.

It will be the seller’s responsibility to acquire the necessary funds from the purchasers to cover the taxes on the “part” they sold since the “part of” will not receive their own tax bill until the following tax year.

If we discover unpaid property taxes on the original parcel(s), a letter will be mailed to the original property owner as a reminder that property taxes must be paid.

We will review the status of property taxes throughout the year and if it is discovered that property taxes are not up to date, you will be sent a reminder to pay the taxes. If those taxes continue to remain unpaid, the land division process will terminate! This applies even if you have already sold part or all of the parcels.

Tax bills are levied in the summer and the winter. Summer levy is due September 14 and the winter levy is due February 14.
