

FOR INTERNAL USE ONLY

Application # _____

Date LD Fee paid: _____



REQUEST FOR PROPERTY COMBINATION

Property Combination Fee \$35 payable to Oronoko Charter Township

PLEASE SEE REVERSE SIDE FOR MORE INFORMATION BEFORE COMPLETING THIS APPLICATION

Date of Request: _____

How many parcels will be combined? _____

PROPERTY #'S TO BE COMBINED

PROPERTY IDENTIFICATION NUMBERS	DATE LAST SUMMER TAXES PAID*	DATE LAST WINTER TAXES PAID*

***TAXES MUST BE CURRENT AND REMAIN CURRENT FOR THE REST OF THE YEAR**

For parcels that currently have an address, please indicate which address you would like to be used for the new parcel:

If none of the parcels have an address associated with it, check one:

- This is a vacant lot which will be developed. Please assign an address.
- This is a vacant lot and will remain vacant. No address assignment is needed.

Are all parcels under the EXACT same ownership? _____ (Owner names must be identical to combine.)

Parcel owners name: _____

Requested by (if different than parcel owner): _____

If you are not the owner, give your relationship to the owner: _____

Contact Email address: _____ Phone: _____

By signing below, you agree that the property taxes are current and **will be paid in full no later than January 14** for all parcels listed on this form. If taxes are not paid by January 14, this combination request will become null and void, all prior actions will be reversed and the application fee forfeited.

Signature of Property Owner/Agent

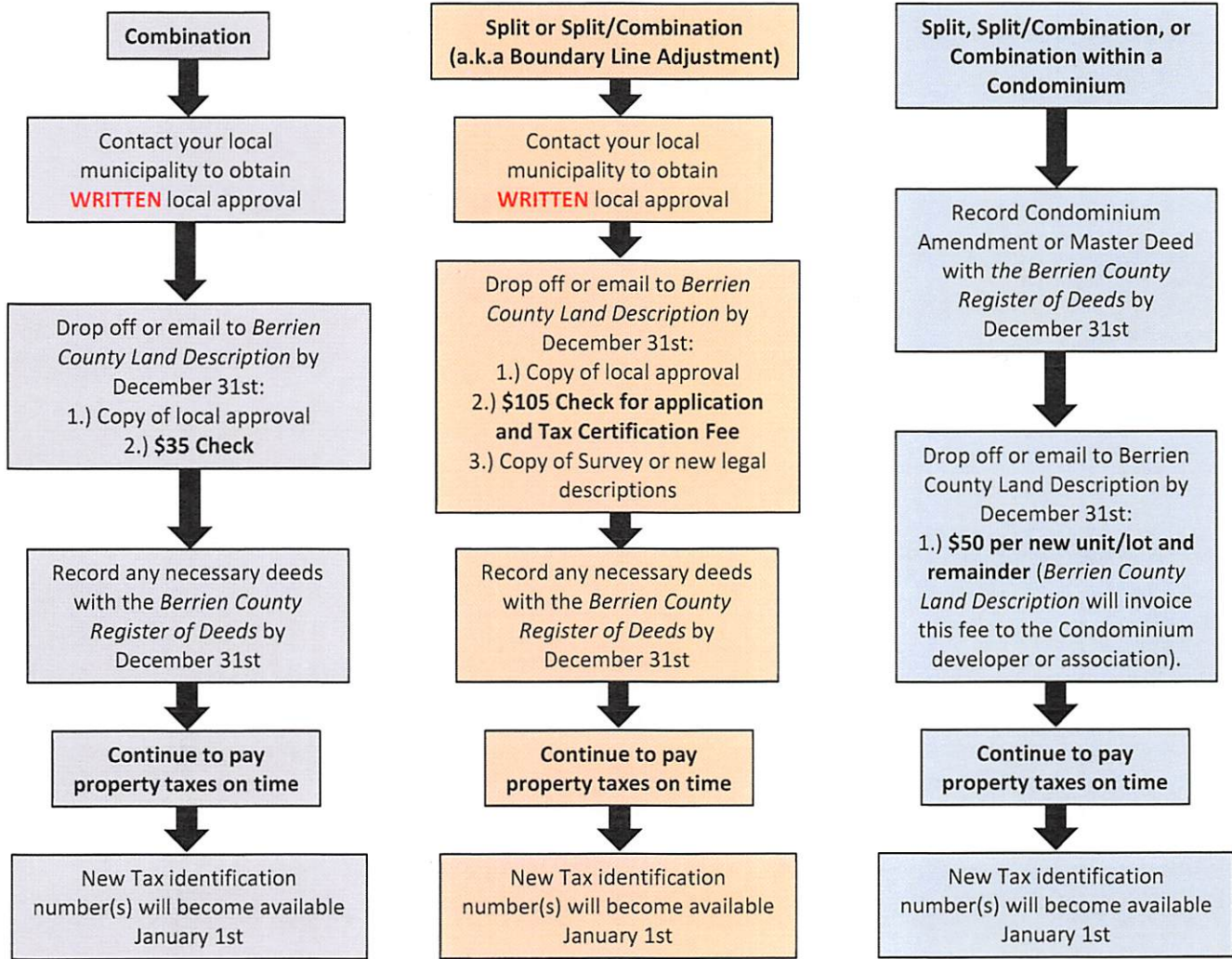
_____ Date _____

APPROVED BY: _____ DATE OF APPROVAL **: _____

Oronoko Township Assessor

**This application expires on December 31 in the year of approval

How to Split and/or Combine Property in Berrien County



Please Note:

- 1.) New Parcel configurations will not become effective until the following tax year. You are still responsible for property taxes for the remainder of the year.
- 2.) All taxes must be paid in full.
- 3.) Parcels being combined **MUST** be within the same School District.
- 4.) Parcels being combined **MUST** have identical ownership.
- 5.) Parcels being combined **MUST** be contiguous.
- 6.) **ANY** changes to Condominium units require a Condominium Amendment to be recorded.
- 7.) Each municipality may have different requirements for approval. Your municipality **MAY** require a survey and/or charge you a local processing fee separate from Berrien County's fee.

Applications with the following issues will not be processed & will need to reapply the following year:

- 1.) Missing Application materials such as: copy of written local approval, new descriptions.
- 2.) Nonpayment of Berrien County Land Description fee.
- 3.) Delinquent property taxes.
- 4.) Ownership or school district that does not match on parcels being combined.
- 5.) Condominium amendment not recorded with Register of Deeds when reconfiguring property within a recorded Condominium.
- 6.) **ALL** application materials, fees, & necessary recorded documents not received by *Berrien County Land Description* by December 31st deadline.

Submit Application materials and payment via post or in person:
Berrien County Land Description
 701 Main St
 St. Joseph MI 49085

Land Description accepts cash & check ONLY.
Please make checks payable to:
Berrien County Land Description

Contact Land Description with Questions/Concerns:
 (269)983-7111 Ext 8300
 Monday-Friday 8:30am-5pm
 (excluding government holidays)