

APPLICATION PACKET TO COMBINE/DIVIDE PROPERTY

APPLICATION WILL BE RETURNED AS INCOMPLETE IF ALL REQUIRED INFORMATION IS NOT PROVIDED

APPLICANT CONTACT INFORMATION (Please print)

Applicant Name(s):	Phone #:
Mailing Address:	
E-Mail (This will be used as the assessing department's means of communication unless you specify otherwise):	

SPLIT/COMBINATION INFORMATION (To be completed by Assessor's Office)

List all parcels and their associated address (use separate page if necessary).

Parcel	Address	Parcel	Address

Requested as: Mid-year or Year-end (circle one)

STEPS TO COMPLETE BY APPLICANT

<i>City officials will complete all shaded sections. Applicant may check completed as they progress through the list.</i>	N/A	REQUI RED	COMPL ETED
<i>Requirements under this section can be completed at City Hall.</i>			
9th Floor - Principle Residence Exemption(s) (PRE) must be rescinded and new PRE(s) must be filed to retain the exemption (affidavits provided with packet).			
14th Floor - Development Agreement (Manager's office 517-788-4035).			
1st Floor - Attach receipts for taxes, special assessments and invoices for all parcels. Must be paid in full prior to December 31 st (City Treasurer 517-788-4043).			
3rd Floor - Attach receipts for AHB fines, inspection and code enforcement fees for all parcels. Must be paid in full prior to December 31 st (Neighborhood & Economic Operations Department 517-788-4060).			
3rd Floor - Neighborhood & Economic Operations Department is aware that owner plans to construct, alter, or demolish a structure on the above parcel(s) this calendar year (you must present this application for signature).			
NEO Representative Signature: _____ Date: _____			
3rd Floor - Neighborhood & Economic Operations Department Zoning approval is required (you must present this application for signature).			
NEO Representative Signature: _____ Date: _____			

<i>City officials will complete all shaded sections. Applicant may check completed as they progress through the list.</i>	N/A	REQUI RED	COMPL ETED
<i>Requirements under this section can be completed at Jackson County Treasurer's office 1st Floor of the County Tower Building 120 W Michigan Ave, Jackson MI 49201 517-788-4418</i>			
1st Floor - County Treasurer certification that all property taxes and special assessments due on the parcel or tract subject to the proposed division for the 5 years preceding the date of the application have been paid (one certificate for each parcel).			
1st Floor - County Treasurer to provided written notice releasing Land Bank interest.			
<i>Requirements under this section require non-governmental services like attorneys and surveyors ****No references to private businesses or individuals will be provided****</i>			
Deed(s) placing all property under same ownership.			
Survey Required.			
<i>Additional requirements</i>			
Other:			

APPLICANT CERTIFICATION

<ul style="list-style-type: none"> • I SHOULD GIVE NOTICE TO ALL LIEN HOLDERS REGARDING THIS APPLICATION! • Splits and combinations require all taxes, special assessments, and outstanding invoices be paid in full before the split/combination can be processed. • I may be required to provide property descriptions for the parcels I wish to combine or split. • I may be required to provide a survey. • I may be required to rescind my Principal Residence Exemption (PRE) affidavit(s) on current parcel number(s) and complete Principal Residence Exemption affidavit(s) for future parcel number(s). • I may be required to prepare, or have prepared, and present deed(s) to the assessor for review. • Absolutely NO construction/alteration/demolition of any kind will occur on any parcel(s) until AFTER the split or combination of property is final unless prior written consent is provided from the Neighborhood & Economic Operations Department (e.g. Development Agreement). 	
<i>By signing below I certify that I have read and understand the above:</i>	
Owner(s):	Date:
Land Contract Seller(s) (If applicable):	Date:

PLEASE RETURN TO:

City of Jackson Assessor's Office
9th Floor – City Hall
161 W Michigan Ave
Jackson, MI 49201