



Ingham Township

1420 Johnson St., P.O. Box 238
Dansville MI 48819-0238
517-623-0008 tele
517-623-0262 fax
www.inghamtownship.com

PARCEL DIVISION/COMBINATION APPLICATION INSTRUCTIONS

CHECKLIST: THE FOLLOWING ITEMS/DOCUMENTS MUST BE PROVIDED WITH APPLICATION:

- Proof of Ownership
- Proof of payment of current property taxes. Winter property taxes of current year must be paid by December 31 for application to have final approval.
- Proof of payment of 5 years previous property taxes. Certification by Local/County Treasurer require
- Names and addresses for each parcel for future tax billing purposes.
- List any previous divisions of the parcels in the past 10 years.
- A release from the mortgage company stating that the property can be combined/divided or documentation verifying that there is not an existing mortgage on the property. This is required for all parcels subject to the division/combination application.
- Two copies of the legal description of the original parcels
- Two copies of the legal descriptions of the parcel(s) to be created by the division/combination.
- Two copies of the plot plan prepared by a registered land surveyor clearly showing the lot lines of current parcel(s) and the proposed division/combination parcel(s).
- Payment of the application fee. Payable to : Ingham Township

APPLICATION FILING DEADLINE: NOVEMBER 20TH

PARCEL DIVISION/COMBINATION AUTHORIZATION
Ingham County Equalization/Tax Mapping Department

Parent Parcel Number(s):

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Assessed Value:	
Taxable Value:	
School District:	
Village Unit:	

Assessed Value:	
Taxable Value:	
School District:	
Village Unit:	

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Assessed Value:	
Taxable Value:	
School District:	
Village Unit:	

Assessed Value:	
Taxable Value:	
School District:	
Village Unit:	

New Parcel Number:

33									
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Assessed Value:	
Taxable Value:	

Property Classification:

Property Owner: _____

Property Address: _____

Mailing Address: _____

Legal Description: _____

Document Type: _____

Recording Number: _____

Assessor's Signature

Date

PARCEL DIVISION/COMBINATION AUTHORIZATION
Ingham County Equalization/Tax Mapping Department

New Parcel Number

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Assessed Value:

Taxable Value:

Property Classification:

Property Owner: _____

Property Address: _____

Mailing Address: _____

Legal Description: _____

Document Type: _____ Recording Number: _____

New Parcel Number

33									
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Assessed Value:

Taxable Value:

Property Classification:

Property Owner: _____

Property Address: _____

Mailing Address: _____

Legal Description: _____

Document Type: _____ Recording Number: _____

New Parcel Number

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PARCEL DIVISION/COMBINATION AUTHORIZATION
Ingham County Equalization/Tax Mapping Department

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Assessed Value:

Taxable Value:

Property Classification:

Property Owner: _____

Property Address: _____

Mailing Address: _____

Legal Description: _____

Document Type: _____ Recording Number: _____

New Parcel Number

33									
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Assessed Value:

Taxable Value:

Property Classification:

Property Owner: _____

Property Address: _____

Mailing Address: _____

Legal Description: _____

Document Type: _____ Recording Number: _____

PARCEL DIVISION/COMBINATION AUTHORIZATION
Ingham County Equalization/Tax Mapping Department

SUBMISSION REQUIREMENTS

Submit this form with your parcel division/combination request. Please use the checklist below to help ensure that all the proper documentation is submitted with the request.

You will be contacted when your request has been processed or if any additional information and/or documentation is required.

If you have any questions or concerns regarding your request, please contact the Tax Mapping Section at 517.676.7272 (Jim MacKinnon) or 517.676.7271 (Chris Sabatini).

- Authorization request form attached and completed in its entirety.
*Note that the assigned assessed values and taxable values of the new parcel(s) must balance with the assessed value(s) and taxable value(s) of the parent parcel(s).

- Full legal descriptions have been entered or attached with a separate sheet.
* Must be legible
*Include the full legal description(s) of the parent parcel(s) before change
*Include full legal description(s) of new parcel(s) to be created

- Survey (If provided)
*Must be legible
*New and existing parcels must be clearly identified.

FOR TAX MAPPING USE

Date Received: _____

Date Processed: _____

Processed By: _____

Comments/Concerns/Follow-up: _____



Ingham Township

PARCEL DIVISION/COMBINATION APPLICATION

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(Please note: The following information must be submitted to the Assessor's Office to effect the revision of the legal description and new parcel numbers for the annual assessment roll and tax roll. This application must be submitted and is applicable to all classifications of real property taxable or exempt.

Please explain the purpose of the requested division/combination: _____

Parcel Number(s)	
1)	
2)	
3)	
4)	

Are property taxes paid up to date?			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Attach Certification from Local and County Treasurer
Attach Certification from Local and County Treasurer
Attach Certification from Local and County Treasurer
Attach Certification from Local and County Treasurer

** Legal Owner/Applicant Address

Name: _____
Address: _____
City/State/Zip: _____
Contact #: _____

Future Tax Bills Mailing Address:

Name: _____
Address: _____
City/State/Zip: _____
Contact #: _____

Are you the legal Owner?				
1)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
2)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
3)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
4)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Are the parcels currently under appeal with the Michigan Tax Tribunal?			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

In the past 10 years, have any of the parcels been subject to a land division? Ifso, please list land divisions and year.							
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	PID	_____	Year	_____
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	PID	_____	Year	_____
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	PID	_____	Year	_____
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	PID	_____	Year	_____

** Signature of Legal Owner/Applicant

Date:

** Printed Name of Legal Owner/Applicant

**** if the Applicant is not the Legal Owner of the property, a notarized statement signed by the Legal Owner, authorizing the Applicant to represent ownership interest must be filed with this application.****

Combination/Division Application Fees:

- 1) Land Combination (up to 4 Parcels): \$0.00
- 2) Land Division (up to 4 Parcels): \$200.00
- 3) Additional Parcel(s) (Over 4 Parcels): \$25.00 each