

CHARTER TOWNSHIP OF YPSILANTI
OFFICE OF THE ASSESSOR
7200 S. Huron River Drive, Ypsilanti, Michigan 48197

APPLICATION FOR PARCEL DIVISION/COMBINE FOR PLATTED LOTS ONLY

When submitting an application, please provide the Assessor's Office with one (1) copy of the descriptions for the parcel. If the Applicant is not the Owner of record, legal ownership must be provided.

Home Phone: _____ Tax ID # _____

Work Phone: _____ Property Class: _____

Name: _____

Address: _____

City/State/Zip: _____

Proof of ownership or letter of authorization as agent _____

Proof that all taxes and/or special assessments are paid to current status _____

Township Board Approval _____

Attach new legal description _____

Is this property subject to a Land Contract _____

(If so, the seller of the Land Contract must sign off below)

Combine Process:

1. All preliminary division/combines must be submitted to the Assessor's Office.
2. When dividing/combining lots in subdivision, you must provide three copies of a rough sketch to scale, and new legal descriptions.
3. The division/combine application will be processed for final approval/denial within forty-five (45) days of receipt.
4. To ensure that a division/combine will appear on the following year's Assessment Roll, the Final paperwork must be submitted by December 31 of each year.
5. Division/combines received after that date would not have the assurance of appearing on the upcoming Assessment Roll.
6. There is no fee for the division/combine application of platted lots unless it involves the division/combine of a partial lot. Then a fee of \$25.00 for review and a fee of \$25.00 per lot will be charged.
7. Certificate from Washtenaw County Treasurer that all taxes and Special Assessments are paid for preceding 5 years.
8. **If there is a principal residence exemption on any of the parcels involved in the division/combination, a new principal residence exemption must be completed for the new parcel number assigned after the division/combination has been approved. You must notify your mortgage company of this change for tax purposes.**

I/We hereby authorize/request the Assessor's Office to divide/combine the following Parcel Number(s) after Township Board approval:

Owner Signature(s) _____ Date _____

Co-Owner Signature _____ Date _____

Land Contract Seller's Printed Name/Signature _____ Date _____