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

PARCEL DIVISION/COMBINE FOR PLATTED LOTS ONLY

AUTHORIZATION REQUEST

When submitting an application, please provide the Assessor's Office with three (3) copies 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   _____

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 assure 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 principle residence exemption on any of the parcels involved in the division/combination, a new principle residence exemption must be re-filed for the new parcel number assigned after the division/combination has been approved.**

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