Tallmadge Charter Township
O-1451 Leonard Rd NW
Grand Rapids, MI 49544
616.677.1248

Split #_____
(office use)
Application Fee: $250.00

Land Division or Combination Application

This form is a required filing any time the legal description of a parcel changes. It has been prepared to assist in the determination of compliance with Michigan's Land Division Act (Act 288 of 1967) as well as local Zoning ordinances. This includes changes such as property splits, combinations, lot line adjustments, creation or amendment of subdivisions, condominiums, etc. Please answer all questions to ensure timely processing. This form is used to convey a summary of the requested project. While in most cases the below information will be sufficient for a complete review, additional questions and documentation may be requested.

CONTACT INFO: APPLICANT NAME:_____ RELATION:_____
(Eg: Owner, Realtor, Attorney, Buyer, etc.)

PHONE:_____ E-MAIL:_____

OWNER NAME & PHONE:_____
(If Different Than Applicant)

PARCEL(S) INVOLVED: PARCEL #:_____ ADDRESS:_____

DESCRIPTION OF PROPOSED PARCEL CHANGES:
("as per survey" OR explain details)

_____
_____
_____

Attach a survey with legal descriptions for each proposed new parcel that will be created. Survey must show the location of all buildings (existing and proposed), dimensions and parcel acreages, public utility easements, and access to all parcels. Indicate all future division rights.

The above information is correct to the best of my knowledge, and I grant the local government authorities permission to visit the site as needed to review the proposed parcel changes.

OWNER'S SIGNATURE:_____ **DATE:**_____
(Or Legal Representative)

********** FOR OFFICE USE **********

CONDITIONS OF APPROVAL:

APPROVALS: ZONING:_____ DATE:_____

ASSESSING:_____ DATE:_____

Form updated 11-09-26

Land Divisions (Splits) & Combinations

For Property Divisions (Splits) and Combinations, the Assessor's Office requires from the property owner the following:

1) Completely filled out and signed Land Division Application. The form may be filled out by an owner, legal representative, associate, attorney, realtor, etc., BUT must be signed by one of the owners or legal representatives. More documentation and clarification are often necessary such as for the review of new construction sites, new subdivisions, etc.

2) A legal description of each existing "parent" parcel (or parcels) involved and new legal descriptions of each proposed resulting "child" parcel (or parcels) that will be created. The typical practice, which is strongly recommended and often required for the site review, is that a survey be performed and submitted along with the application. For Zoning/Building review, the survey should include any existing or proposed building locations on the premises, driveways, fences, easements, etc.

New "Child" Parcel Number Assignments and Updated Assessments

Child parcels are created through the land reconfiguration process. The new parcel numbers are not given until all deeds are recorded, which makes property ownership match with the requested parcel line changes.

The new "Child Parcels" created from a property split or combination are recognized and brought on to the tax roll in the year following the request. As "Tax Day" every year is December 31st, whatever the property looked like on that day is how it is assessed for the upcoming year.

For example, if a split is requested in 2015, the new parcel numbers will come on to the 2016 Tax Roll. As of December 31st, 2014 (Tax Day for the 2015 Assessments), the request had not been made yet. As of December 31st, 2015 (Tax Day for the 2016 Assessments), the request has been made and the new child parcels will be put on the 2016 Tax Roll.

All tax bill pro-rations are the responsibility of the parties involved in the transfer of the property.

Form updated 11-09-26