

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: _____ Work Phone: _____

Property Class: _____

Name: _____

Address: _____

City/State/Zip: _____

Proof of ownership or letter of authorization as agent _____

Attach new legal description _____

Division/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. 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.
4. Division/combines received after that date would not have the assurance of appearing on the upcoming Assessment Roll.
5. 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.
6. Partial lot divisions must obtain Township Board approval after obtaining CED approval.
7. **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.**
8. **All taxes must be current.**

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