

CITY OF BATTLE CREEK, MICHIGAN

OFFICE OF THE CITY ASSESSOR



APPLICATION TO SPLIT TAX PARCELS LOCATED WITHIN A RECORDED SUBDIVISION

The applicant will submit this form with a processing fee (see schedule below). In turn, the City will review the proposal's conformity to 1) the minimum size and building setback provisions of the local zoning ordinance and 2) the below listed criteria. The fee is **non-refundable** even if the City finds the proposal is nonconforming, and it cannot approve the application.

Submit it only if . . .

- . . . you wish to create one or more new parcels from an existing parcel, which is located entirely within a recorded subdivision. (**This form is not a request to split section land outside of a recorded subdivision.** Further, the State of Michigan forbids the splitting of a condominium unit.)
- . . . you have shared your proposal with the City Planning Department (Room 117, City Hall) and found that the proposal would conform to the local zoning ordinance.

Effective tax year _____, I request the City Assessor's Office split the following parcel (write the 10digit parcel identification number (PIN), below):

_____ -- _____ -- _____ -- _____

Attach legal descriptions and preferably a sketch of the proposed parcels you wish to create.

Describe in each blank, below, any proposed or existing improvements that will be associated with each child parcel. Write the word, "vacant," if no improvements would be on the parcel:

Child parcel 1:

Child parcel 2:

Child parcel 3:

Signature _____ Date ____/____/____

Phone#: _____

* PROCESSING FEES—

IF THE RESULTING PARCELS WILL ALL FRONT ON A PUBLIC ROAD:

\$100 FOR THE FIRST TWO PARCELS CREATED; \$25 FOR EACH ADDITIONAL PARCEL OVER THE FIRST TWO.

IF ONE OR MORE OF THE RESULTING PARCELS WILL HAVE A PRIVATE DRIVE OR EASEMENT AS ITS ONLY ACCESS TO A PUBLIC ROAD:

\$150 FOR THE FIRST TWO PARCELS CREATED; \$50 FOR EACH ADDITIONAL PARCEL OVER THE FIRST TWO WITH A PRIVATE DRIVE OR EASEMENT PROVIDING SOLE ACCESS TO ONE OR MORE OF THE PARCEL(S).