



Land Division or Metes and Bounds Application Fee \$75.00  
 Commercial Combination or Division Application Fee \$75.00  
 Each Additional Parcels Over 2 Fee \$25.00  
 Due Upon Final Approval \$100.00  
 \*ALL Application Fees are NON-REFUNDABLE\*  
 Effective January 7, 2013

## Assessor's Office

4303 S. Center Rd  
 Burton, MI 48519  
 Phone: (810)743-1500 Fax: (810)743-5060

# Land Division Application

**Please note:** The following information must be submitted to the City of Burton Assessor's Office to effect the revision of the legal description and new parcel numbers on the Assessment Roll and Tax Roll. This Application MUST be submitted for all exempt combinations/divisions.

**Please explain in a detailed description, what is the purpose (or what is happening) with the land division:**

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Parcel Number(s)	Zoning Class	Are property taxes up to date?	Public Water	Public Sewer
1)		Yes No	Yes No	Yes No
2)		Yes No	Yes No	Yes No
3)		Yes No	Yes No	Yes No
4)		Yes No	Yes No	Yes No

**Legal Owner/Applicant Address	(Please Type or Print)	Future Tax Bills Mailing Address
Name _____	Name _____	Name _____
Address _____	Address _____	Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone _____ Fax _____	Phone _____ Fax _____	Phone _____ Fax _____

Are you the Legal Owners?	Are the parcels currently under appeal with the Michigan Tax Tribunal?	In the last 10 years, have any of the parcels been subject to a land division? If so, please list land division and year.
1) Yes No	Yes No	Yes No PID Year
2) Yes No	Yes No	Yes No PID Year
3) Yes No	Yes No	Yes No PID Year
4) Yes No	Yes No	Yes No PID Year

\*\* Signature of Legal Owner/Applicant \_\_\_\_\_ Date \_\_\_\_\_

\*\*If the Applicant is not the Legal Owner of the property, a notarized statement signed by the Owner, authorizing the Applicant to represent ownership interest must be filed with this application.\*\*

Any combination/division requests where only one parcel is in the DDA or in different school districts cannot be processed. Separate parcel numbers will be retained. Combination/Division request cannot be accomplished for a County Land Bank sale.

Attached is the Land Combination/Division Application. Please provide the application to the Michigan licensed professional that prepares the survey that this procedure requires.

# You **MUST** provide the following items with your application to the Assessor's Office:

Assessor  
Office  
Initials

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Owner/  
Applicant  
Initials

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Receipt showing ALL fees have been paid for this application. You may pay the required fees at the Treasurer's Office at Burton City Hall.

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Two copies of the legal description of the original parcel(s) and two copies of the combination/division legal description. Provide proof of ownership (Deeds)

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Provide proof of payment of current and previous three years of property taxes.  
**Winter of current year MUST be paid by December 31 for combination to have a final approval.**

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In addition, any other information as deemed necessary per Ordinance No. 157.091.

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Names and addresses for each parcel for future tax billing purposes.

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List previous divisions of the parcels in the last ten (10) years, if any. (See previous page)

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A release from the Mortgage Company stating the property can be combined/divided OR documentation showing that there is not a mortgage on the property. This is for ALL properties in the combination/division. If the property is being added letter stating that they will approve us to change the legal description.

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Letter of certification stating that there are no delinquent taxes for the preceding 5 years on parcels. You can get this certification from the Genesee County Treasurer.

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**DIVISION, COMBINATION/DIVISION, or METES AND BOUNDS PARCELS ONLY-**

Two copies of a plot plan prepared by a registered land surveyor clearly showing the lot lines of current parcel(s) and division of the property to be divided **including buildings with setbacks on the survey.**



Please return the completed application along with required documentation to:

**City of Burton- Assessor's Office**

4303 S. Center Rd

Burton, MI 48519

Any questions please feel free to contact our Assessment Department

Monday-Friday 9:00am-5:00pm at (810)743-1500 ext 1351

**All applications need to reach our office by November 20 to be on the new year Tax Roll.**

