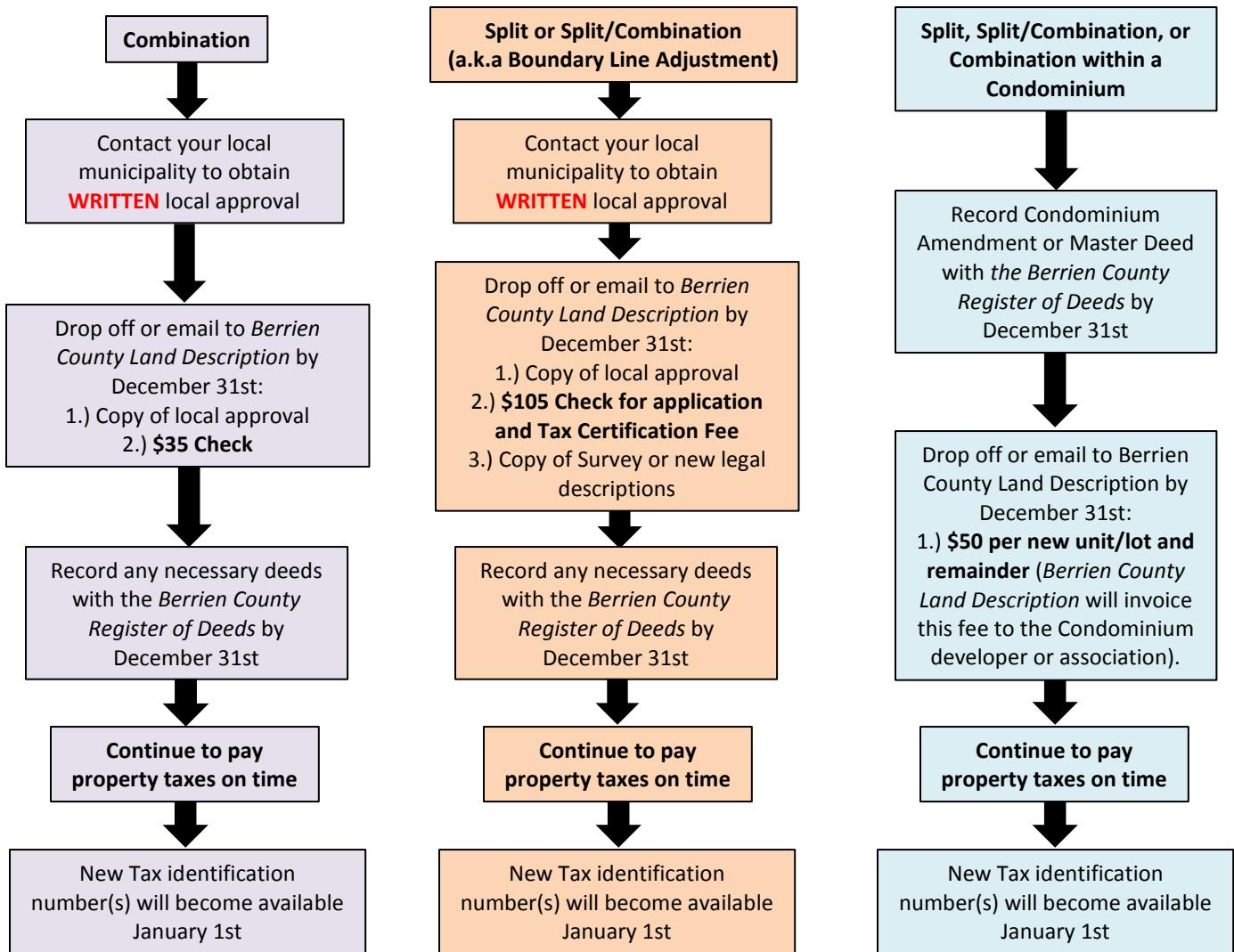


# How to Split and/or Combine Property in Berrien County



**Please Note:**

- 1.) New Parcel configurations will not become effective until the following tax year. You are still responsible for property taxes for the remainder of the year.
- 2.) All taxes must be paid in full.
- 3.) Parcels being combined **MUST** be within the same School District.
- 4.) Parcels being combined **MUST** have identical ownership.
- 5.) Parcels being combined **MUST** be contiguous.
- 6.) **ANY** changes to Condominium units require a Condominium Amendment to be recorded.
- 7.) Each municipality may have different requirements for approval. Your municipality **MAY** require a survey and/or charge you a local processing fee separate from Berrien County's fee.

**Applications with the following issues will not be processed & will need to reapply the following year:**

- 1.) Missing Application materials such as: copy of written local approval, new descriptions.
- 2.) Nonpayment of Berrien County Land Description fee.
- 3.) Delinquent property taxes.
- 4.) Ownership or school district that does not match on parcels being combined.
- 5.) Condominium amendment not recorded with Register of Deeds when reconfiguring property within a recorded Condominium.
- 6.) **ALL** application materials, fees, & necessary recorded documents not received by *Berrien County Land Description* by December 31<sup>st</sup> deadline.

Submit Application materials and payment via post or in person:  
**Berrien County Land Description**  
**701 Main St**  
**St. Joseph MI 49085**

Land Description accepts cash & check ONLY.  
**Please make checks payable to:**  
**Berrien County Land Description**

**Contact Land Description with Questions/Concerns:**  
(269)983-7111 Ext 8300  
**Monday-Friday 8:30am-5pm**  
**(excluding government holidays)**