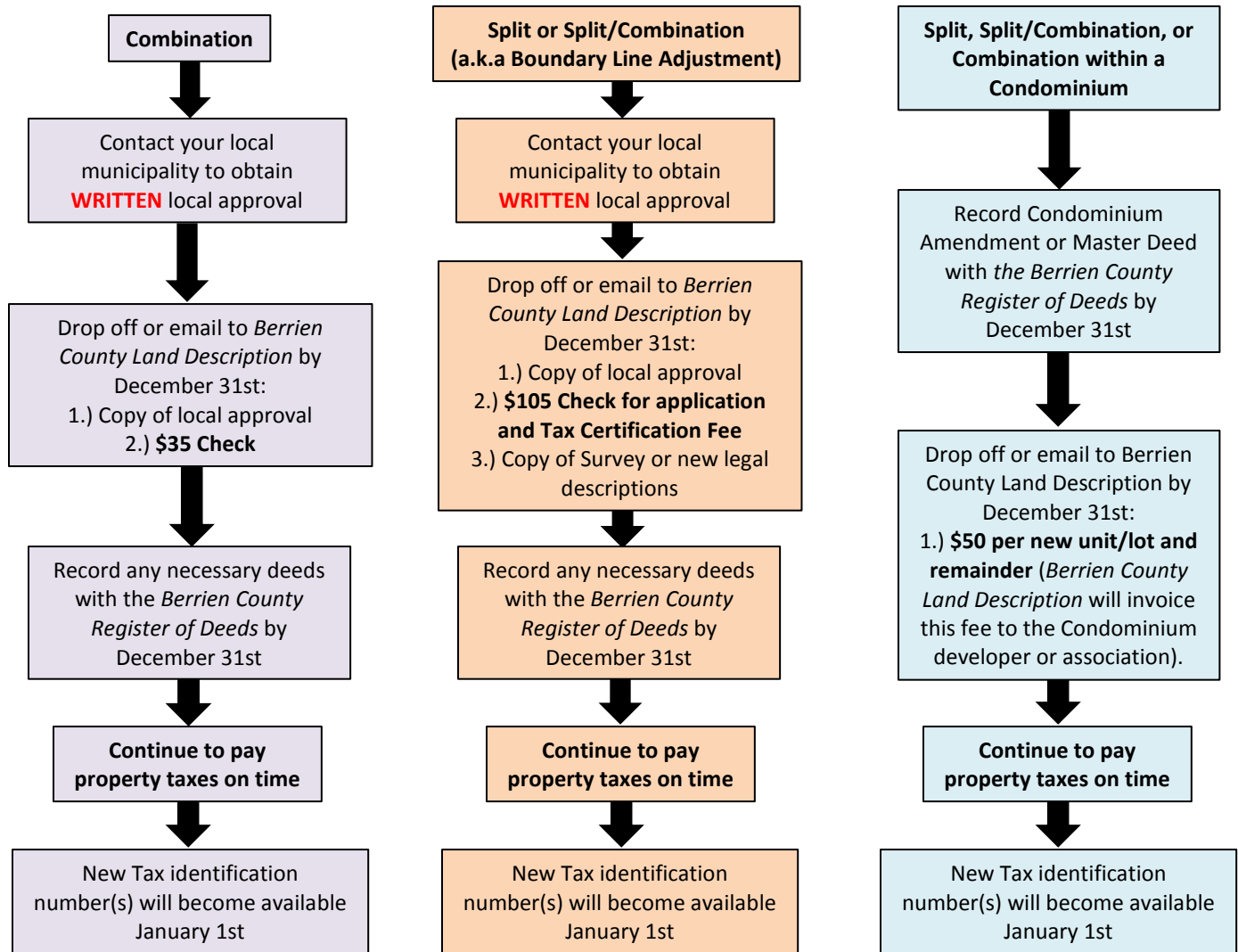


How to Split and/or Combine Property in Berrien County



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 31st 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)