



Land Division/Transfer/Combination Application

Approval of a land division, combination, or a parcel line boundary change (land transfer) is required before the newly described parcel, or portion thereof, is transferred to another party. Applicants must answer all questions and include all required documents and fees, or this application will be returned as incomplete. Please send completed applications and required documents to:

Kent County Property Description & Mapping
300 Monroe Ave NW
Grand Rapids MI 49503
Phone: (616) 632-7520
Fax: (616) 632-7545

Approval requires compliance with the Land Division Act (public Act 591 of 1996 of the State of Michigan), and compliance with the City of Grand Rapids Land Division Ordinance (Chapter 64 of the City Code, Article 3, Sections 5.321-5.360).

Administrative Fees	
<u># of Resulting Parcels</u>	<u>Fee</u>
1	\$70.00
2	\$70.00
3	\$90.00
4	\$110.00
5	\$125.00
Additional over 5	\$15.00 each

Additionally, reimbursement of all costs associated with the recording of documents to identify property not in compliance with the Land Division Act and/or City of Grand Rapids Ordinances.



Important Notice to Applicants

To assist with the processing of this application, it will benefit all parties if you check to see that unpaid real property taxes are paid. Please contact the Kent County Treasurer's Office at (616) 632-7500 and the City of Grand Rapids Treasurer's Office at (616) 456-3020.

You also should inquire with the City of Grand Rapids Treasurer's Office about unpaid special assessments and code enforcement liens. In addition, please inquire on unpaid water and sewer service bills by calling (616) 456-3200.

Section 5.350 of the Subdivision Regulations, being Chapter 64 of Title V of the City Code, requires that all due and payable property taxes and installments of special assessments and charges in lieu of special assessments pertaining to all involved parcels be paid in full.

The prompt resolution of these unpaid balances will expedite the processing of the application.



REQUEST TO COMBINE TAX PARCELS

_____, the owner of the parcels listed below, does hereby request that the City of Grand Rapids Assessor's Office combine the parcels below into a single permanent parcel number.

41- _____ - _____ - _____ - _____

41- _____ - _____ - _____ - _____

41- _____ - _____ - _____ - _____

41- _____ - _____ - _____ - _____

41- _____ - _____ - _____ - _____

41- _____ - _____ - _____ - _____

41- _____ - _____ - _____ - _____

41- _____ - _____ - _____ - _____

Please note any additional parcels to be combined on the reverse side of this form.

Property Address (to be used for resulting parcel).

_____ St # _____ Street _____ Dir _____

Signature of Owner (required) _____, ____/____/____

Applicant Name _____ Phone (____) _____

If applicant is not the owner, state relationship (letter of authorization required) _____

OFFICE USE ONLY

Real Property Taxes

Are any real property taxes due and payable?

Yes No If yes, list parcels and amounts on reverse.

Special Assessments

Are any special assessments due and payable?

Yes No If yes, list parcels and amounts on reverse.

City of Grand Rapids Liens

Are there any City of Grand Rapids liens on the involved parcels?

Yes No If yes, list parcels and amounts on reverse.

Contiguous	Yes	No	If no, cannot combine.
School Districts Synonymous	Yes	No	If no, cannot combine.
Ownership Synonymous	Yes	No	If no, cannot combine.
Agent Authorization	Yes	No	If no, cannot combine.

Date of this review: ____/____/____ Initials (reviewer) _____

OFFICE OF
CITY
TREASURER



CITY OF GRAND RAPIDS

CITY OF GRAND RAPIDS LIEN SEARCH FOR DESCRIPTION CHANGE APPLICATION

Parcel #: _____

Date: _____

(Must be within 30 days of application submittal)

Address: _____

Water/Sewer Bill Amounts

Address

_____	_____
_____	_____
_____	_____
_____	_____

Real Property Tax Amounts Owed at the City for tax year _____ : \$ _____

<u>Misc. Receivables</u>		<u>Special Assessments</u>	
<u>INVOICE #</u>	<u>AMOUNT</u>	<u>ROLL #</u>	<u>AMOUNT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

This summary does not include payments in transit or records not yet updated to the files as of the above date. Specific addresses and/or parcel numbers other than those provided must be requested on a separate Lien Search form.

Certified By: _____ Date: _____

Print or Type Name: _____

Title: _____

Comment: _____



PETER F. MACGREGOR
Kent County Treasurer
300 Monroe Avenue NW
Grand Rapids, MI 49503
Phone (616) 632-7500 Fax (616) 632-7505

Land Division Tax Payment Certification Form

Name: _____ Phone: _____

Owner Address: _____

Owner City, State, Zip: _____

Property Address: _____

Property City, State, Zip: _____

Parcel ID Number: _____

Attach a description of the parcel(s) to be split, combined, adjusted or changed.

This form must also be accompanied by a receipt or check for the \$5.00 per parcel certification fee.

CERTIFICATION DENIED

The Kent County Treasurer's Office has found delinquent taxes on the parcel listed above and cannot issue a certification of tax payment.

Delinquent Taxes Owed: _____

CERTIFICATION APPROVED

CERTIFICATION FEE COLLECTED

Pursuant to House Bill 4055, the Kent County Treasurer's Office certifies that all property taxes and special assessments due to the above parcel subject to the proposed division for the five years preceding the date of the application have been paid. This certification does not include taxes, if any, now in the process of collection by the City, Village or Township Treasurer.

Certified by: _____ Date Certified: _____