

# Berlin Charter Township

8000 Swan View • Newport, MI 48166 • (734) 586-2187 • Fax (734) 586-8900



## LETTER OF AUTHORIZATION and APPLICATION FOR LAND COMBINATION

DATE: \_\_\_\_\_

To Berlin Charter Township:

I, \_\_\_\_\_ hereby authorize and request Berlin Charter Township to process the  
(circle one: division, combination, division/combination) of Parcel/Lot No(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If applicable: located within the \_\_\_\_\_ Subdivision.

**IMPORTANT:** Are there any parcels that are included in a mortgage: YES  NO

If Yes, please attach a letter of approval from your mortgage company relating to this request to divide or combine.

Notice regarding LAND COMBINATIONS: Please be informed that, once approved, any future requests to re-divide a combined property may require approval from the Berlin Zoning Board of Appeals and that may or may not be approved at that time.

Property Owner Name Printed

Property Owner Name Printed

Address

City/State/Zip Code

Daytime Telephone Number

E-mail

**Please sign the form in front of the person notarizing this document.**

Property Owner Name Signature

Property Owner Name Signature

STATE OF MICHIGAN)

)ss.

COUNTY OF MONROE)

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally appeared the above named, known to me to be the person described herein and who executed the foregoing signature.

Notary Public Signature: \_\_\_\_\_ County: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_

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OFFICE USE ONLY:

**Preliminary Approval:** Pending survey verification of sketch submitted for review. Good for 90 days then will be voided.

Zoning Administrator: \_\_\_\_\_

Assessor: \_\_\_\_\_

**Tentative Approval:** Pending copy of recorded documents with the Monroe County Register of Deeds Office. If any portion of the land has been transferred then a deed will be required. Good for 30 days then will be void unless conveyance documents are recorded with Monroe County Register of Deeds.

Zoning Administrator: \_\_\_\_\_

Assessor: \_\_\_\_\_

**Final Approval:** After proof of recorded documents and ALL requirements have been met, including any payment if required.

Zoning Administrator: \_\_\_\_\_

Assessor: \_\_\_\_\_

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New Parcel Numbers assigned for next year: \_\_\_\_\_

New parcel numbers that are assigned to the new legal descriptions created will appear on the next year's Assessment and Tax Rolls. Notice of Assessments will be mailed in February showing the new values.

The current year's Summer and Winter tax bills will NOT be divided by the Township. Payment of taxes (Summer & Winter) must be decided by the Buyer and Seller. The current year's tax bills will be based on the status as of December 31<sup>st</sup> of the previous year. If there was only ONE parcel, there will only be ONE bill.

**BERLIN CHARTER TOWNSHIP LAND COMBINATION CHECKLIST**

8000 Swan View Drive, Newport, MI 48166

Assessing Department (734) 586-2187, ext 8      Building Department (734) 586-2187, ext 5

The following documentation must be submitted prior to processing a request for combination of land in the township.

- Letter of Authorization and Application for Land Combination completed by the property owner(s).
- Township Fees: Amount Due \$\_\_\_\_\_   
A fee of \$100 Application Fee and \$25 for each parcel reviewed.
- A copy of the Deeds for the properties being combined.
- For parcels outside of a platted subdivision or condominium, applicants must submit a legal survey with the surveyor’s seal showing the newly proposed parcel with detailed legal description of new parcel and all parcels being combined, including any remainder parcels. Any structures on the properties must be indicated on the survey (4 copies are required).
- Land Combination tax certification from Monroe County Treasurer, 51 S Macomb St, Monroe, MI, meeting requirements of Section 7H of the Township Land Division and Combination Ordinance.
- **IMPORTANT:** Are there any parcels that are included in a mortgage: YES       NO    
If Yes, please attach a letter of approval from your mortgage company relating to this request to combine.

**NOTE:** It is your responsibility to ensure that the Township has all information necessary to review your combination request.