

Parcel Combination Request

This form must be completed in its entirety by the owner and returned to the Office of the City Assessor by December 31 to be effective for the following tax year. If approved, the combination of the parcels will result in a single assessment notice and tax statements being mailed to the owner beginning in February of the next tax year. Requests will be processed within 30 days.

1. Owner Applicant Information:

Name			
Address			
City	State		Zip
Phone		Email	

2. Purpose for request:

- ☐ New construction/development
 ☐ Single tax statement
☐ Compliance with local ordinances
 ☐ Other

3. Parcel Information: Attach additional pages if necessary.

<i>List the address desired to be retained first</i>		<i>Office Use Only</i>	
Parcel #	Property Address of Parcel	Divisions Remaining	SA District(s)

4. Are any of the parcels listed above the result of a land division, lot line adjustment or combination that has occurred since March 31, 1997?

- ☐ Yes
 ☐ No

5. Certification of owner (please check):

- ___ I understand my request will be denied if any of the parcels are under different ownership.
- ___ I understand my request will be denied if any of the parcels owe delinquent property taxes.
- ___ I understand my request will be denied if any of the parcels are in different school districts.
- ___ I understand that my request does not restrict my ability to divide this property in the future.
- ___ I understand that I am required to comply with the provisions of the Michigan Land Division Act if I choose to divide the property in the future.
- ___ I understand that my request will be denied if it does not comply with local ordinances.
- ___ I understand that a new Principal Residence Exemption (PRE) Affidavit form 2368 is required to be filed with the assessor in order to retain my exemption on property tax bills. PRE Forms can be obtained online or in person at the assessor's office.

Signature

Date

Return completed form to the Office of the City Assessor – 7900 S Westnedge Ave, Portage, MI 49002 or e-mail assessingdept@portagemi.gov.

Office Use Only	Yes	No
Same Ownership Verified	<input type="checkbox"/>	<input type="checkbox"/>
Property Taxes Paid	<input type="checkbox"/>	<input type="checkbox"/>
School Districts Verified	<input type="checkbox"/>	<input type="checkbox"/>
Division Rights Verified	<input type="checkbox"/>	<input type="checkbox"/>
Complies with local ordinances	<input type="checkbox"/>	<input type="checkbox"/>
PRE Form Submitted (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Approved	<input type="checkbox"/>	<input type="checkbox"/>
Date		
Reviewer		
Parcel ID assigned:		
Address assigned:		

Unpaid frontage charges that would be due upon a future connection to water or sewer:

Send copy of completed form to applicant upon completion.