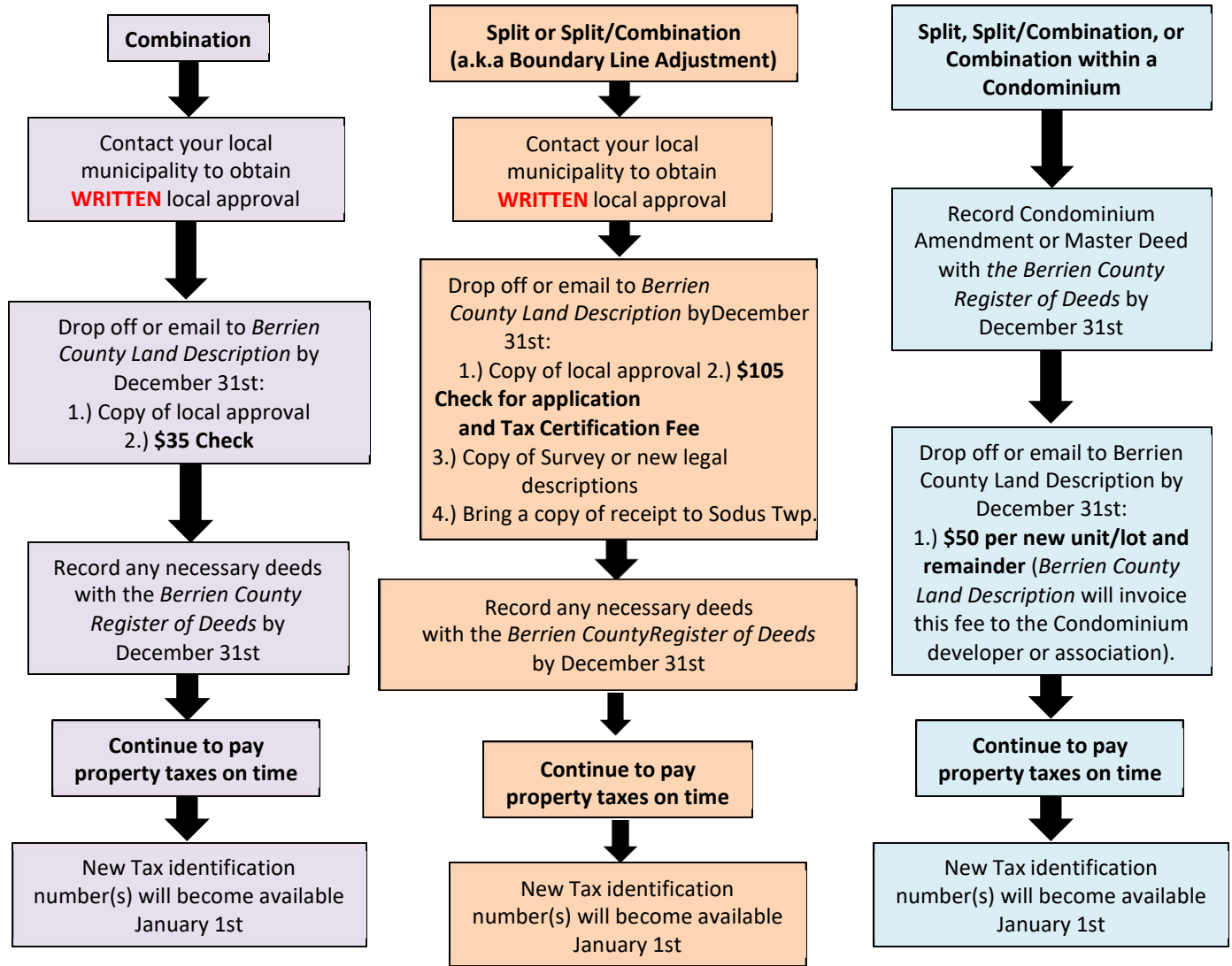


# How to Split and/or Combine Property in Berrien County



**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.) Provide a survey to Sodus Township

**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)