

PROPERTY SPLITS AND COMBINATIONS PROCEDURES

1. Splitting/Combining Parcels

A. Purpose

One function of the Assessing Department is to split and or combine parcels as requested by property owners. All proposed splits and combinations shall be in compliance with the duly adopted Hamburg Township Ordinance No. 95.

A split is a separation of one or more parcels into two or more parcels resulting in new separate parcel identification numbers for each parcel. A combination is two or more parcels consolidated into fewer parcels with new parcel identification numbers for each newly created parcel. The new parcels, as a result of a split or combination, will be initiated for the following tax and assessment year.

A split or combination cannot be created if the prior year or current year taxes are not paid on all parcels involved.

B. Initiating and Approving the Split or Combination

Only the property owner or an applicant representing the owner may submit a request for the split or combination of a property. Applicants shall be required to provide the township with all necessary documentation as outlined in **Appendix 1**. Failure to provide complete information will result in the application being returned to the applicant with a list of missing item(s). Once the complete application package is submitted, the request shall be forwarded to the Assessor or other official designated by the governing body pursuant to Ordinance No. 95. The responsible department shall create a file with the application and shall distribute it to the following departments for the following purposes:

1. Treasurer's Department - to verify that all delinquent and/or current taxes have been paid on each of the parcels.
2. Zoning Department – to verify adherence to zoning regulations.
3. Assessing Department - to verify splits are available and legal descriptions are correct.
4. Supervisor's Office – for acknowledgement of request and approval.
5. Utility Department – for acknowledgement of sewer, water, road or other special assessments.
6. Accounting Department – for the distribution and assignment of Special Assessments.
7. Public safety agencies and Township Engineer or Planner as requested by township staff, if necessary.
8. GIS Department - is included at the end of the process and given the new information to add to the township map.

Each department will be responsible for signing the request, acknowledging their review. When all the reviews are complete the split/combination will either be approved, approved with conditions or denied. A letter with this information will be sent to the applicant by the Assessment Department.

If the application is approved, it is forwarded to the Assessing Department to process. After the split/combination is processed, a report is distributed to the other pertinent departments so they may implement the split/combination information. The report includes parent and child parcels, new parcel identification numbers, PRE percentage and prorated values.

Note: Boundary adjustments are reviewed and approved administratively. These are not considered splits or divisions and are exempt under the Land Division Act.

C. Conclusion of Process

Once new parcel identification numbers are issued and values are balanced, a letter is sent to the applicant by the Assessor or the designee. This letter conveys to the applicant the split has been completed, it conveys the new parcel numbers created and contains forms the applicant needs to fill out and file with the township if the property is a Principal Residence.

**PROPERTY SPLITS AND COMBINATIONS PROCEDURES
FOR PARCELS LOCATED WITHIN A SPECIAL ASSESSMENT DISTRICT (SAD)**

Splitting/Combining Parcels

A. Purpose

One function of the Assessing Department is to split and or combine parcels as requested by property owners. All proposed splits and combinations shall be in compliance with all duly adopted Hamburg Township Ordinances. These procedures shall apply only to applications for lot splits or combinations for parcels located in a SAD. The procedures do not apply to applications for splits or combinations for properties not located in a SAD.

B. Definition

The term "parcel" shall include both metes and bounds properties as well as platted lots of record within a subdivision. A split is a separation of one or more parcels into two or more parcels resulting in new separate parcel identification numbers for each parcel. A combination is two or more parcels consolidated into fewer parcels with new parcel identification numbers for each newly created parcel. The new parcels, as a result of a split or combination, will be initiated for the following tax and assessment year.

A split or combination cannot be created if the prior year or current year taxes are not paid on all parcels involved.

C. Submission and Initiation

As set forth in Appendix 1, only the property owner or an applicant representing the owner may submit a request for the split or combination of a property. Applicants shall be required to provide the township with all necessary documentation as outlined in **Appendix 1**. Failure to provide complete information will result in the application being returned to the applicant with a list of missing item(s). The complete application package shall be submitted to the Planning and Zoning Department. The Planning and Zoning Department shall create a file with the application and shall distribute it to the following departments for the following purposes:

1. Treasurer's Department - to verify that all delinquent and/or current taxes have been paid on each of the parcels.
2. Zoning Department -to verify adherence to zoning regulations.
3. Assessing Department - to verify splits are available and legal descriptions are correct.
4. Supervisor's Office -for acknowledgment of request and approval.
5. Utilities Department –for acknowledgment of sewer, water, road or other special assessments.

6. Accounting Department – for the distribution and assignment of Special Assessments.
7. Public safety agencies and Township Engineer or Planner as requested by township staff, if necessary.
8. GIS Department - is included at the end of the process and given the new information to add to the township map.

D. Restrictions for Lots in SADs

Any lot combination or split application submitted after September 1st for those parcels located in a Special Assessment District (SAD) shall be assessed based upon the parcel identification numbers(s) listed on the Assessing Department's March tax roll. Any applicant requesting a lot combination for properties included in a SAD will have two (2) or more Special Assessments (dependent upon the number of lots to be combined) for the first year of the assessment period. Lot combination requests for "1-time only" payment SADs submitted after September 1st will be assessed based on the March tax roll for the current tax year. Applications for lot combinations received on or after September 1st shall be processed after December 1st.

E. Approval of Splits or Combinations

Each department will be responsible for signing the request and acknowledging their review. When all the reviews are complete the split/combination will either be approved, approved with conditions or denied. A letter with this information will be sent to the applicant by the Assessing Office. The letter shall include the parent and child parcels, new parcel identification numbers, PRE percentage and prorated values.

(Note: Boundary adjustments are reviewed and approved administratively. These are not considered splits or divisions and are exempt under the Land Division Act.)

F. Conclusion of Process

Once new parcel identification numbers are issued and values are balanced, a letter is sent to the applicant by the Assessor or the designee. This letter conveys to the applicant the split or combination has been completed, it conveys the new parcel numbers created and contains forms the applicant needs to fill out and file with the township if the property is a Principal Residence.

APPENDIX 1
LOT SPLIT OR COMBINATION SUBMITTAL REQUIREMENTS
FOR PARCELS LOCATED WITHIN A SPECIAL ASSESSMENT DISTRICT (SAD)

To apply for a split or combination the application shall provide the following:

1. A completed application form.
2. The correct parcel identification numbers involved.
3. The signatures of all persons who own properties involved in the split/combination.
4. The correct mailing address(es) of all concerned parties.
5. Legal descriptions and tax ID numbers for all parcels involved. The legal descriptions must describe the parcels created, without exceptions.
6. Proof that all taxes are paid on parcels involved in the split or combination. If the Treasurer's Office has committed to the next tax cycle to the County, those taxes will also be required to be paid before the new parcel identification numbers are released.
7. If you are applying after September 1 of the year, you will be required to pay the December tax special assessment on the number of parcels that appeared on the March assessment roll for the current year. The following December tax bill will reflect the correct special assessments.
8. If you are applying before September 1st of the year, your special assessment will be combined or allotted to the split/combined parcels.
9. Please be aware if you are applying for a split/combination in the months of February and/or March your application will be processed after April 1st, but before September 1st of the same year.
10. We do not guarantee parcels are buildable.
11. Inform your mortgage company that you are making a change to a mortgaged parcel, if that is the case.
12. Your request will be reviewed and accepted or rejected by the Zoning Department, Treasurer, Accounting Clerk, Utilities Coordinator, Supervisor and Assessor.
13. Upon completion of the split/combination you will be sent an approval letter. Included will be forms for you to sign regarding your Principal Residence Exemption. Please return the forms so your exemption may continue on the newly created parcel(s).
14. Failure to submit the required documentation as noted shall result in the rejection of your application form. It is the responsibility of the applicant to provide all necessary information for a split/combination. The Township shall not be responsible for those applications that are unable to be processed.