

APPLICANT CHECK LIST

- Copy of Receipt **Application Fee Paid**
- Copy of Receipt **Address Fee Paid** (If Necessary)
- A-1** **Parent Parcel Property Survey / Description**
Including: (Existing Property Configurations Labeled as A-1, B-1, C-1,...)
Legal descriptions should be labeled in similar manner
Parcel dimensions, tax ID #'s, addresses and roads
Buildings and land improvements - (locations & setbacks)
Area calculations should clearly reflect gross, net, actual and proposed
County drains, floodways & floodplains, utility & access easements and ROW's
- A-2** **Child Parcel Property Survey / Descriptions**
Including: (New property configurations labeled as A-2, B-2, C-2...)
Legal descriptions should be labeled in a similar manner
Parcel dimensions, addressed and roads
Building and land improvements - (locations & setbacks)
Area calculations should clearly reflect gross, net, actual and proposed
County drains, floodways & floodplains, utility & access easements and ROW's
- Revised Forms **P.R.E - Principle Residence Exemptions Forms**
Be aware that PRE's are specific to the parcel numbers.
If the original parcel numbers change, the applicant is responsible to
RESCIND the parent (old) number, and file a new form using the child
(new) parcel number(s).
- Copy of Receipt **Proof of Paid Taxes / Special Assessments**
- Copy **Release of Lien from Mortgage Company**
- Deed **Proof of Ownership or Letter of Authorization** (if requested)

Please note that the applicant or authorized representative must sign below to acknowledge that the requirements listed on this check list have been satisfied.

The owner/applicant understands that any pro-rated assessed value and taxable values established by the assessor are for the purpose of allocating the proportionate share of the current year values for the following year.

MCL 560.109 (1) A municipality shall approve or disapprove a proposed division/combination/transfer within 45 days after the filing of a complete application for the proposed division with the assessor or other municipality designated official.

Signature

Date

Title (Owner/ Agent)

***** FOR ASSESSOR USE ONLY *****

WOODSTOCK TOWNSHIP - SPLIT / COMBINATION FLOW SHEET 2018

Parent Parcel(s) - Original

Parcel Number	Taxpayer / Owner	Property Address	Class	Acreage	2018 SEV	2018 TV	DDA/TIFA/Base	PRE / QA %
TOTAL								

Child Parcel(s) (Created and/or Resulting)

Parcel Number	Taxpayer / Owner	Property Address	Class	Acreage	2018 Allocated SEV	2018 Allocated TV	DDA/TIFA/Base	PRE / QA %
TOTAL								

Split / Combination Data Processing Verification

**** For Internal Use Only****			**** For Internal Use Only****			Date
<input type="checkbox"/>	Application	<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	INCOMPLETE	_____
<input type="checkbox"/>	Split / Combination Application Fee	<input type="checkbox"/>	PAID	<input type="checkbox"/>	DUE	_____
<input type="checkbox"/>	Address Fee	<input type="checkbox"/>	PAID	<input type="checkbox"/>	DUE	_____
<input type="checkbox"/>	A -1 Parent Parcel Survey / Desc.	<input type="checkbox"/>	COMPLETE	<input type="checkbox"/>	INCOMPLETE	_____
<input type="checkbox"/>	A-2 Child Parcel Survey / Desc.	<input type="checkbox"/>	COMPLETE	<input type="checkbox"/>	INCOMPLETE	_____
<input type="checkbox"/>	Rescind / Revised PRE Forms	<input type="checkbox"/>	RECINDED	<input type="checkbox"/>	FILED	_____
<input type="checkbox"/>	Proof of Paid Taxes / Special Assessments	<input type="checkbox"/>	PAID	<input type="checkbox"/>	DUE	_____
<input type="checkbox"/>	Release of Lien from Mortgage Company	<input type="checkbox"/>	PAID	<input type="checkbox"/>	PAID	_____
<input type="checkbox"/>	Proof of Ownership	<input type="checkbox"/>	PROVIDED	<input type="checkbox"/>	REQUIRED	_____
<input type="checkbox"/>	Letter of Authorization	<input type="checkbox"/>	PROVIDED	<input type="checkbox"/>	REQUIRED	_____
<input type="checkbox"/>	Data Input into BS&A	<input type="checkbox"/>	ENTERED	<input type="checkbox"/>	PENDING	_____
<input type="checkbox"/>	Mapping GIS	<input type="checkbox"/>	ENTERED	<input type="checkbox"/>	PENDING	_____
<input type="checkbox"/>	Processed File Exported to Gov. Agencies	<input type="checkbox"/>	ENTERED	<input type="checkbox"/>	PENDING	_____
<small>Cities, Counties, Utilites, Postal Service, ETC.</small>						