City of Kalamazoo Assessor's Office
Form to Combine Parcels

Date: _____

Owner's Name: _____

Address: _____

Phone #: _____   The phone number is in case there are problems with this form.

This form is to notify the City Departments that a combination of properties is desired. This form must be completed and returned to the City Assessor's Office before any permits are issued on the properties.
There is no fee to complete and submit this form.

Statement: I would like to have the following contiguous properties combined into one parcel.

Address of Parcel	Parcel Identification Number

Please indicate the address you wish to use for the newly combined parcel.

_____

The reason I am requesting this combination is:

Building a new structure or an addition which will cross current parcel lines.
If so, please state the type of construction: _____

PLEASE NOTE:
This form must be completed and returned to the City Assessor's Office before permits can be issued for the property.

Combine the parcels for tax purposes into one bill; no new construction. _____

This combination will be done for the next year's tax roll.

Please note that all the taxes must be paid in full for all parcels. BOTH THE SUMMER AND WINTER BILLS must be paid before a combination can be made. By signing below, you agree to have all the taxes paid in full. If as of February 14 (date Winter taxes are due) the taxes are not paid; the Assessor's office will make an attempt to contact you. If the taxes remain unpaid, the properties will NOT be combined.

Owner's Signature   **Date**

_____   _____

When the form is completely filled out, please return to the City Assessor's Office. Only then will permits be issued for the properties.

This section for use by the Assessor's Office.

Date form was received	Preliminary approval for combination
By	By
Notified Community Planning and Development	Summer Taxes Paid
Date	Winter Taxes Paid
Final approval for combination	Date