

# Cass County Land Split/line adjustment/Combination Process

## Combining Parcels of Land:

Does the ownership of parcels to be combined match?

Are your parcels located in the same section and school district and are they adjacent?

Are all the prior years of taxes paid in full?

The year requesting the combination will still receive tax bills to the original owner. Do you understand the current year tax billing?

Can you check yes below for all above questions?

\_\_\_\_\_ **YES**      \_\_\_\_\_ **No**

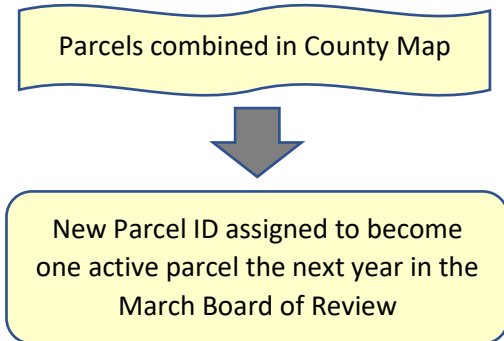
*If you checked **No**, then you are not ready to proceed to the Township for Combination Approval.*

*If you checked **Yes**, then you are ready to proceed to the Township for Combination Approval.*

1. Apply for a land combination with the Township Assessor and/or Zoning Administrator. (Contact your Township for specific details on their application process)



2. Once your combination is approved at the Township, it is sent to the Cass County GIS Department and the process is below:



*\*New Parcel ID (a.k.a. Child Parcel ID) does not receive its own tax bill until the next year, once it becomes active.*

## Splitting and/or Adjusting Parcels of Land:

Has a survey been completed for the intended split?

Are all the prior years of taxes paid in full?

The year requesting the split and/or line adjustment will still receive tax bills to the original owner. Do you understand the current year tax billing?

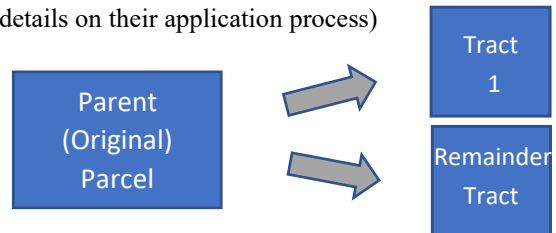
Can you check yes below for all above questions?

\_\_\_\_\_ **YES**      \_\_\_\_\_ **No**

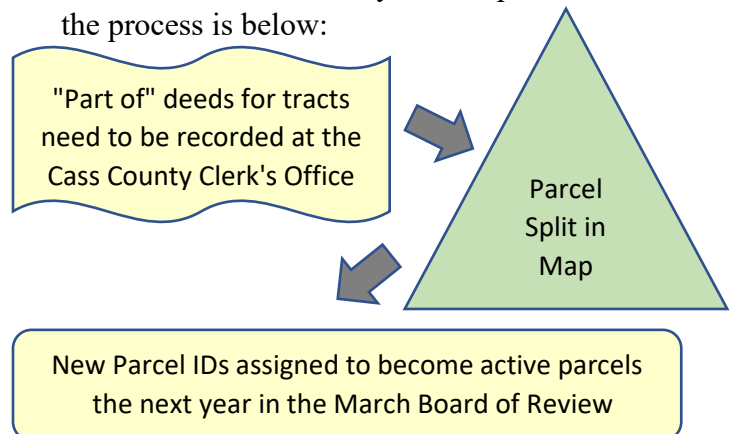
*If you checked **No**, then you are not ready to proceed to the Township for Split Approval.*

*If you checked **Yes**, then you are ready to proceed to the Township for Split Approval.*

1. Purchase a Land Split Tax Certificate from the Cass County Treasurer's Office. \$5.00 fee
2. Take Tax Certificate to Township.
3. Apply for a land split and/or line adjustment with the Township Assessor and/or Zoning Administrator. (Contact your Township for specific details on their application process)



4. Once your split is approved at the Township, it is sent to the Cass County GIS Department and the process is below:



*\*New Parcel IDs (a.k.a. Child Parcel IDs) do not receive their own tax bills until the next year, once it becomes active.*