How to Split and/or Combine Property in Berrien County

**Combination**
- Contact your local municipality to obtain **WRITTEN** local approval
- Drop off or email to Berrien County Land Description by December 31st:
  1.) Copy of local approval
  2.) $35 Check
- Record any necessary deeds with the Berrien County Register of Deeds by December 31st
- Continue to pay property taxes on time
- New Tax identification number(s) will become available January 1st

**Split or Split/Combination (a.k.a Boundary Line Adjustment)**
- Contact your local municipality to obtain **WRITTEN** local approval
- Drop off or email to Berrien County Land Description by December 31st:
  1.) Copy of local approval
  2.) $105 Check for application and Tax Certification Fee
  3.) Copy of Survey or new legal descriptions
- Record any necessary deeds with the Berrien County Register of Deeds by December 31st
- Continue to pay property taxes on time
- New Tax identification number(s) will become available January 1st

**Split, Split/Combination, or Combination within a Condominium**
- Record Condominium Amendment or Master Deed with the Berrien County Register of Deeds by December 31st
- Drop off or email to Berrien County Land Description by December 31st:
  1.) $50 per new unit/lot and remainder (Berrien County Land Description will invoice this fee to the Condominium developer or association).
- Record any necessary deeds with the Berrien County Register of Deeds by December 31st
- Continue to pay property taxes on time
- New Tax identification number(s) will become available January 1st

**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.) ANY changes to Condominium units require a Condominium Amendment to be recorded.
6.) Each municipality may have different requirements for approval. Your municipality MAY require a survey and/or charge you a local processing fee separate from Berrien County’s fee.

**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 31st 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)