

FLOW CHART

1

Go Talk with your Local Municipality and Seek Local Approval for the Action you Desire (Split/Combination or Both).

2

Get Written Approval from your Local Municipality.

3

Drop off or Mail your Written Local Approval to the Berrien County Land Description Office Located at 701 Main St., St. Joseph, MI 49085

4

Berrien County will Assign New Property Numbers which will become Active Jan 1st of the Following Year.

Local Municipalities MIGHT:

1. Require a Survey
2. Charge you a Local Processing Fee

There are 39 Municipalities in Berrien County and Most of them Handle the Split/Combo/Condo Process Differently.

Berrien County Requirements:

1. Written Local Approval
2. Processing Fee (See Fee Structure Below)
3. New Property Description(s) for all New Parcel Configurations.
4. Record Deed through Register of Deeds when Applicable
5. Taxes need to be Paid and Current
6. For Combinations the Properties Need to be in the Same Name(s)

Berrien County Fees:

1. \$100 Covers All Splits Desired at the Same Time as the Request.
2. \$35 For a Combination.
3. \$100 Covers All Split & Combinations at the Time of the Request.
4. \$50 Per Subdivision Lot, Condo Unit, or Remainder.

Talk with Your Local Municipality and Seek Local Approval for the Property Action (split/combination/ or both) you Desire

Cities

Benton Harbor City	(269)-927-8400
Bridgman City	(269) 465-5144
Buchanan City	(269) 695-3844
Coloma City	(269) 468-6606
New Buffalo City	(269) 469-1500
Niles City	(269) 683-4700
St. Joseph City	(269) 983-5541
Watervliet City	(269) 463-6769

Townships

Bainbridge Township	(269) 468-8040
Baroda Township	(269) 422-2300
Benton Charter Township	(269) 925-0616
Berrien Township	(269) 461-6925
Bertrand Township	(269) 695-5001
Buchanan Township	(269) 695-6442
Chikaming Township	(269) 469-1676
Coloma Township	(269) 468-7212
Galien Township	(269) 545-8143
Hagar Township	(269) 849-0455
Lake Charter Township	(269) 465-6601
Lincoln Charter Township	(269) 429-1589
New Buffalo Township	(269) 469-1011
Niles Charter Township	(269) 684-0870
Oronoko Charter Township	(269) 471-2824
Pipestone Township	(269) 461-6151
Royalton Township	(269) 429-2501
St. Joseph Charter Township	(269) 429-7703
Sodus Township	(269) 926-6285
Three Oaks Township	(269) 756-9801
Watervliet Charter Township	(269) 463-5113
Weesaw Township	(269) 426-3002

Villages

Baroda Village	(269) 422-1779
Berrien Springs Village	(269) 473-6921
Eau Claire Village	(269) 461-6173
Galien Village	(269) 545-3647
Grand Beach Village	(269) 469-3141
Michiana Village	(269) 469-4600
Shoreham Village	(269) 429-7703
Stevensville Village	(269) 429-1802
Three Oaks Village	(269) 756-9221

Make sure you get Written Approval from your Local Municipalities Assessor

The Local Municipality May:

- Require a Survey
- Charge you a Local Processing Fee

*** There are 39 Municipalities in Berrien County and most of them Handle the Split/Combo/Condo Process Differently ***

Berrien Counties Requirements Continued:

- All Combinations must have the EXACT same taxpayers on each parcel involved
- Be in the same school District
- Be contiguous Record your Deed through the Register of Deeds Office when Applicable
- Taxes need to be Paid and Current
- For Combinations, the Properties Need to be in the Same Name(s)
 - Be in the same school district
 - Be Contiguous
 - Both Properties must be in the Same Name

Drop-off or Mail your Written Approval to:

Berrien County Land Description Office

701 Main St.

St. Joseph, MI 49085

Berrien Counties Requirements:

- Written Local Approval
- Processing Fee:
 - \$100 Covers All Splits Desired at the Same Time as the Request
 - \$35 For a Combination
 - \$100 Covers All Split & Combinations at the Time of the Request
 - \$50 Per Subdivision Lot, Condo Unit, or Remainder
- New Property Description(s) for all New Parcel Configurations
- Record your Deed through the Register of Deeds Office when Applicable
- Taxes need to be Paid and Current
- For Combinations
 - Be in the same school district
 - Be Contiguous
 - Both Properties must be in the Same Name

There are 39 Municipalities in Berrien County and most of them Handle the Split/Combo/Condo Process Differently

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If you have done everything in Steps 1-3 your Part is Over.
Berrien Counties GIS/Land Description will now:

- Process your Paperwork
- Enter your payment into the County System
- Assign New Property Number(s)

**Important to Note, Your New Property Number(s) will not become Active until January 1st of the Following Year

BERRIEN COUNTY ASSESSING UNITS

	UNIT	CODE	Name	EMAIL	STATE	ZIP	PHONE	FAX	SPECIAL HRS
TOWNSHIPS	BAINBRIDGE	01	SCOTT ANDERSON	assessor@bainbridgetownship.org	MI	49099	468-8041	983-5113	MON TUES 9-12:30
	BARODA	02/30	ANGIE KIRBY	angelastory14@yahoo.com	MI	49101	422-2300	422-2407	THURS, 1-5 PM 207-2590
	BENTON CHARTER	03	TONI SWISHER	tswisher@BentonCharterTownship-mi.gov	MI	49022	925-7036	925-7156	
	BENTON CHARTER	03	KATHY ANGELO	kangelo@BentonCharterTownship-mi.gov					
	BERRIEN	04/34	ANGIE STORY	angelastory14@yahoo.com	MI	49126	461-6925	461-3762	WEDS 9-1
	BERTRAND	05	ANGIE STORY	angelastory14@yahoo.com	MI	49107	695-5001	695-4205	1ST & 3RD WEDS 8:30-11:30 207-2590 1ST & 3RD FRI 1-4
	BUCHANAN	06	NANCY WILLIAMS	assessor22@hotmail.com	MI	49038	695-6442	695-7715	TUES 2-5/THURS 10-5
	CHIKAMING	07	JEANINE MOON	jmoon@chikamingtownship.org grandmagropp_moon@hotmail.com	MI	49116	469-1676	469-4416	TUES/WEDS
	COLOMA	08	KEVIN KUTSCHER	kevin.kutscher@gmail.com	MI	49038	468-7212	468-6503	
	GALIEN	09/37	SHALICE NORTHROP	shalicen@gmail.com	MI	49106	465-6515 HM		
	HAGAR	10	NANCY WILLIAMS	assessor22@hotmail.com			269-587-0208		
	LAKE	11	SCOTT CUNNINGHAM	hroenicke@msn.com	MI	49106	465-6601	465-4631	MON/WEDS 9-1 465-6601
	LINCOLN	12/45	JOHN BAUMANN	jbaumann@lctberrien.org	MI	49127	429-1589 X13	429-0880	
	NEW BUFFALO	13/39/41	DAVID ROENICHE	assessor@newbuffalotownship.org	MI	49117	469-1011	469-6711	
	NILES	14	CAROL HILL	clhill1869@yahoo.com	MI	49120	684-0870	684-1996	extension 25
	ORONOKO	15/32	LINDA SCHADLER	assessor@oronokotownship.org	MI	49103	471-2824	471-2826	
	PIPESTONE	16	SCOTT ANDERSON	assessor42@outlook.com					
	ROYALTON	17	SHALICE NORTHROP	shalicen@gmail.com	MI	49085	429-2501	429-8373	?
	ST JOSEPH	18/43	SUE RICE	srice@sict.org	MI	49085	932-0272	429-2079	
	SODUS	19	DAVID ROENICKE	assessor@sodustwp.org	MI	49126	926-6285	926-1825	TUES 9-12
	THREE OAKS	20	SHALICE NORTHROP	shalicen@gmail.com	MI	49128	756-9801	756-2209	M/W/F 9-12
	WATERVLIET	21	EUGENE "BUTCH" JARVIS	BAROLOMAN@COMCAST.NET					
	WEESAW	22	ANGIE STORY	angelastory14@yahoo.com	MI	49119	426-3002	426-7114	207-5690 CELL
	BENTON HARBOR	51-54	JOHN GROPP	jgropp@cityofbentonharbormi.gov	MI	49022	927-8453		TUES ONLY
	BRIDGMAN	56	NANCY WILLIAMS	assessor22@hotmail.com	MI	49106	465-5144	465-3701	cell 208-8494
	BUCHANAN	58	MINDY COLE-CROCKER	mcole@cityofbuchanan.com	MI	49107	695-3844	695-4330	TUES; CTY EQ M/W/TH/F
	COLOMA	60	KYLE HARRIS	kwh9234@gmail.com	MI	49038	574-596-9566		
	NEW BUFFALO	62	CHUCK SITTING	commando@vanzine.org	MI	49117	989-573-0021	469-7917	
	NILES	71-74	DAVE ROENICKE	Dave.Roenicke(droenicke29@gmail.com)	MI	49120	683-4700	684-3930	CELL 574-323-3717
	ST JOSEPH	76	DEB DEJA	ddeja@sjcity.com	MI	49085	983-1231	985-0347	
	WATERVLIET	78	DAVID ROENICKE	assessor@newbuffalotownship.org	MI	49098	463-6769	463-7708	
VILLAGES	BARODA	30	ANGIE STORY	angelastory14@yahoo.com	MI	49101	422-1779	422-2990	
	BERRIEN SPRINGS	32	LINDA COPELAND	assessor@oronokotownship.org	MI	49103	471-6921	471-4367	
			ANGIE STORY	angelastory14@yahoo.com					
	EAU CLAIRE	34/35	ANGIE STORY/NANCY WILLIAMS	angelastory14@yahoo.com	MI	49111	461-6173	461-6813	
	GALIEN	37	SHALICE NORTHROP	shalicen@gmail.com	MI	49106	465-6515 HM	269-592-5903	
	GRAND BEACH	39	DAVID ROENICKE	assessor@newbuffalotownship.org	MI	49117	469-1011	469-6711	
	MICHIANA	41	DAVID ROENICKE	assessor@newbuffalotownship.org	MI	49117	469-1011	469-6711	
	SHOREHAM	43	SUE RICE	srice@sict.org	MI	49085	429-8560		
	STEVENSVILLE	45	JOHN BAUMANN	jbaumann@lctberrien.org	MI	49127	429-1802	429-7391	
	THREE OAKS	47	SHALICE NORTHROP	shalicen@gmail.com	MI	49128	756-9221	756-9586	