

## Arlington Township Land Division Misc. Instructions

The fee for an actual division or a property line adjustment will be \$200 after April 1, 2001. Checks or money orders should be payable to Arlington Township.

Combinations of two or more parcels may be requested by phone or email and will not be charged a fee.

For combinations, all of the parcels involved must be in the same school district, same section (sq mile), or same subdivision block (if applicable). They must be contiguous (adjacent). A completed combination should not contain more than one residence. We cannot combine subdivision lots with "unplatted" land.

There is a state requirement that, before a division is approved, the county treasurer must supply a document that certifies that there are no delinquent taxes on the "parent" parcels. The certification form with instructions is available on this web site. The form must be sent to The County Treasurer with a \$5 fee and include a SASE (self addressed stamped envelope). The tax cert form asks for the "description" of the parcel that is to be divided - you can find descriptions on your tax bill or assessment notices. The Land Division Administrator must be furnished with a copy of the certification before a final division approval can be issued.

The division application asks for a "Legal description" or a survey of the proposed division. An actual survey is not a firm requirement but may be necessary to avoid property line/building interference. A conversation with the Land Division Administrator before applying for a division is suggested. In some cases a sketch can be used.