

SUMTER COUNTY REQUEST FOR PARCEL SPLIT OR COMBINATION

NOTE:

Prior legal approval for parcel splits and combinations from the appropriate zoning, planning, or community development agency of your jurisdiction is **STRONGLY ENCOURAGED**. The Sumter County Property Appraiser (SCPA) does not issue determinations regarding the legality of parcel splits/ combinations and will not advise owners on such matters.

INSTRUCTIONS:

- List current Parcel Number number(s) under the column titled Parcel Number(s) on the following page. _____
Initial
- For parcel splits, a survey, or sketch with legal description clearly defining the new property boundary **MUST** be submitted. SCPA will not create or draft new property descriptions. _____
Initial
- For parcel combinations, a survey, sketch or legal description is not required; however, copies of surveys are always beneficial and appreciated. _____
Initial
- For parcel combinations, all parcels must be titled in the same name(s), in the same jurisdictional boundary (city limits), and must be contiguous. In rare cases, exceptions to the jurisdiction and contiguousness may exist. _____
Initial
- Sign and date the form. Forms must be signed by the current owner or the owner's authorized representative. Forms signed by prospective buyers will not be processed. _____
Initial
- Either mail, or e-mail information to SCPA. You may also schedule an appointment to meet with a representative from the title department. _____
Initial
- SCPA will review, assign new parcel number(s), sign, and return the form or an updated property record card(s) when the request is complete. _____
Initial
- Use the fully executed form to provide information for any necessary permitting, real estate closings, etc. _____
Initial

Please allow 8 – 10 weeks for complete processing of the request; including updates to the SCPA website and GIS Interactive Map. This may be extended due to heavy workloads. Processing time also varies throughout the year due to tax roll production and processing of data for submission to the Department of Revenue and Tax Collector.

VERY IMPORTANT NOTE: The processing time by the SCPA should not hinder business matters such as a real estate closing. We recommend you please proceed. Please provide a copy of this paperwork to any necessary parties such as realtors, closing agents, etc... **A copy, signed by this office, shall serve as proof that your request is being processed by the Property Appraiser.**

Please contact the Title Dept. at 352-569-6787 or Jessica.Chancey@sumtercountyfl.gov with any questions.

REQUEST FOR PARCEL SPLIT OR COMBINATION

LIST PARCEL NUMBER(s) Example:

(Parcel: N16-020)

NEW / CHANGED PARCEL NUMBER(s)

(TO BE ISSUED BY TITLE DEPT.)

NOTES/NEW DESCRIPTION:

IMPORTANT NOTICE:

Please check all boxes indicating that you have read and understand the aforementioned and availed yourself of the opportunity to ask any questions, seek clarification, or obtain additional information.

I/We understand that pursuant to *Florida Statute 197.192* the property appraiser's office will not split or combine parcels until all taxes currently payable, due or delinquent have been paid to the Tax Collector.

I/We understand that a parcel split or combination by the Property Appraiser is for *ad valorem taxation purposes only* and ***does not*** imply the legality of the land division being requested, the legality for such parcel to be conveyed via land title nor the suitability for such parcel to be developed. Further action, such as but not limited to the recording of a *Unity of Title* document, may be required by county or municipal permitting/zoning/land development agencies. We recommend you contact the appropriate land development, zoning, and/or planning department of your jurisdiction for questions concerning property development.

HOMESTEAD/NON-HOMESTEAD VALUES AND ASSESSMENT LIMITATION:

I/We understand that splitting or combining property may affect the market and/or assessed value of the subject parcels and may increase taxes by affecting existing capped values. If at a future date you choose to reverse the process, the assessment limitation "cap" **will not** be restored to its former level.

PROPERTY APPRAISER TO BE HELD HARMLESS:

It is the responsibility of the owner to ensure that any and all prior or currently due tax amounts on any parcels being split or aggregated with any other parcels are paid in full to the Tax Collector. The Property Appraiser is not responsible for any delinquent taxes, penalties, or interest that could occur and accrue due to negligence on the part of the property owner, the owner's representatives, or other parties when requesting parcel splits or combinations. Furthermore, if the property is encumbered by a mortgage, it is the owner's responsibility to seek prior approval from the mortgage company for any changes to the property involving a split or combination.

By signing below, whether by the owner or the owner's representative, the owner acknowledges they have read and understand the aforementioned and availed themselves of the opportunity to ask any questions, seek clarification, or obtain additional information prior to the initiation of this action.

Processing takes 8 – 10 weeks from submission of the request Initial:_____

REQUIRED

Owner or Owner's Authorized Representative

Signature: _____ Date: _____

Print Name: _____ Phone: _____

eMail Address: _____ Fax: _____

Mailing Address: _____

County or Municipal Zoning / Planning / Growth Management Representative

(recommended but not required)

Signature: _____ Date: _____

Print Name: _____ Phone: _____

Sumter County Property Appraiser's Office

Deputy Signature: _____ Date: _____

This parcel split/combination request will be effective for the 20____ tax year / tax roll.