



COMBINATIONS AND SPLITS Policies and Procedures

We take requests for combinations and splits from property owners or agents with agency letters or powers-of-attorney. The requests shall be in writing and submitted for review to the GIS/Mapping Department. A review will be conducted upon receipt. Applicant(s) will be notified within a reasonable amount of time. The requirements that follow are minimal and the "granting" of a combination/split will remain at the discretion of the Property Appraiser's Office.

I. To qualify for a **COMBINATION**, the parcels **MUST** be:

- a) Contiguous (legally and/or physically)
(**Note:** Parcels can be *legally* contiguous and **not** *physically* contiguous. If you have a question regarding this, please call our legal staff.)

AND ONE OF THE FOLLOWING:

- a) Conveyed in one transaction, **or**
 - b) Have a Unity of Title
- (Note: GIS/Mapping will verify if the property is encumbered.)

AND IN THE CASE OF A CONDOMINIUM, ONE OF THE FOLLOWING:

- a) An officially recorded (ORB/PG) Amendment to the Declaration of Condominium combining two apartments or units, **or**
- b) A letter from the Board of directors of said Condominium Association approving the combination of two apartments or units.

AND IN THE CASE OF A CONDOMINIUM, THE UNITS MUST BE:

- a) Physically combined by a doorway providing interior access from unit to unit(s). A factual determination will be made upon a field inspection by our office.

II. To qualify for a **SPLIT**, the parcel **MUST**:

- a) Have existed previously as individual parcels either recorded or unrecorded, that were combined at the owner's request, **or**
- b) Originate from conveyances (transfer of ownership) which create multiple parcels from a parent tract, **or**
- c) Be legally identified, including survey (e.g. leases, out-parcels, etc.)

For questions regarding Combinations and Splits, please contact the GIS/Mapping Department at (561) 355-1558.