



# REQUEST FOR PARCEL SPLIT OR COMBINATION

Return to: Lake County Property Appraiser

Attn: Joe Ward  
320 W. Main St. Suite A  
Tavares, FL 32778-3831

Fax to: 352-253-2164 or Email a scanned copy of the  
completed form to: [jward@lcpafl.org](mailto:jward@lcpafl.org)

## 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 Lake County Property Appraiser (LCPA) does not issue determinations regarding the legality of parcel splits/ combinations and will not advise owners on such matters.

## INSTRUCTIONS:

- List current Alternate Key or Parcel Number number(s) under the column titled Alt Key or 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. The LCPA 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, e-mail or fax information to LCPA. You may also schedule an appointment to meet with a representative from the mapping department. \_\_\_\_\_  
Initial
- The LCPA will review, assign new parcel number(s), sign, and return the form or an updated property record card(s) as quickly as possible. \_\_\_\_\_  
Initial
- Use the fully executed form to provide information for any necessary permitting, real estate closings, etc. \_\_\_\_\_  
Initial

**Please allow 8 – 16 weeks for complete processing of the request;** including updates to the LCPA 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 LCPA 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 Joe Ward at 352-253-2174 or [jward@lcpafl.org](mailto:jward@lcpafl.org) with any questions.

REQUEST FOR PARCEL SPLIT OR COMBINATION

LIST ALT KEY or PARCEL NUMBER(s)

NEW / CHANGED ALT KEY or PARCEL NUMBER(s)

Example (Alt Key: 1101863 7 digits)

(TO BE ISSUED BY MAPPING DEPT.)

(Parcel: 31-18-27-025000013200)


**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 – 16 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: \_\_\_\_\_

Lake County Property Appraiser’s Office

Deputy Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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