



INSTRUCTIONS FOR PARCEL SPLIT REQUEST

PLEASE READ ALL INSTRUCTIONS BEFORE PROCEEDING:

******Check with the proper agency to verify the effect of a split of the parcel to ensure the creation of a legal lot.******

1. List all current parcel number(s) or tax account number(s) under the column titled parcel number(s).
2. For **properties not in a subdivision**, a survey or survey sketch, along with a full, written legal description clearly defining new property boundary(s) **MUST** be submitted. The Property Appraiser will not create or draft property descriptions.
3. For **properties in a recorded (platted) subdivision**, a survey is not required unless the platted parcel configuration will be changing. A sketch along with a written legal description is acceptable if it references the original platted information (example: lot dimensions) as recorded in the plat. The Property Appraiser will not create or draft property descriptions.
4. Your request will be accepted at any time during the year; however, the Brevard County Property Appraiser's Office works within the Tax Roll Calendar. Once our office receives your request, the tax roll calendar will determine if your request can be completed for the current year or processed for the following year.
5. Sign and date the form. **NOTE:** Forms must be signed by the current owner or owner's designated representative. Forms signed by prospective buyers will not be processed.

***The processing time and/or record update by the Brevard County Property Appraiser's Office should not hinder the sale or purchase of a property, issuance of a permit, or any outside agency's process. ***

Please contact us at (321) 264-6700 or email: splitcomb@bcpao.us with any questions.

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY. INCOMPLETE FORMS WILL NOT BE PROCESSED.

RETURN TO: Brevard County Property Appraiser
Split/Combine
P.O. Box 429
Titusville, FL 32781-0429

OR

FAX TO: 321-264-5380
EMAIL: splitcomb@bcpao.us



REQUEST FOR PARCEL SPLIT

PARCEL NUMBER(S) OR TAX ACCOUNT NUMBER(S)

IMPORTANT NOTICE

Pursuant to **Florida Statute 197.192**, the Property Appraiser's Office **WILL NOT** split or combine parcels until **ALL TAXES DUE** or **DELINQUENT TAXES HAVE BEEN PAID** to the Tax Collector.

Please note that a parcel split/combination by the Property Appraiser is for **TAXATION PURPOSES ONLY** and **DOES NOT** imply suitability for **parcel development**. **PLEASE CONTACT** the appropriate land development or planning and zoning department of your jurisdiction for questions concerning property development.



HOMESTEAD/NON-HOMESTEAD PROPERTIES AFFECTED BY ASSESSMENT LIMITATION

*I/We understand that splitting or combining property may increase taxes by affecting existing capped values. If you choose to reverse the process at a future date, the cap **WILL NOT** be restored to its former level.*

PROPERTY APPRAISER TO BE HELD HARMLESS

It is the responsibility of the owner to ensure all prior or current tax amounts on any parcels being split or combined with any other parcels are **PAID IN FULL** to the Tax Collector. This agency 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 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.

If this request is being presented by anyone other than the owner, a **Power of Attorney** or a **Letter of Authorization** from the owner must be supplied.

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 this action being requested.

SIGNATURE: _____ *(Owner or Owner's Representative)*

PRINT NAME: _____

DATE: _____

EMAIL: _____

PHONE: _____