



Indian River County Property Appraiser
www.ircpa.org
General Instructions for
Requesting Parcel Split /Combination or
Reconfigure

PLEASE CHECK WITH THE PROPER AGENCY TO VERIFY THE EFFECT OF A COMBINE OR SPLIT OF THE PROPERTY TO ENSURE THE CREATION OF A LEGAL LOT.

List all current parcel number(s) or tax account number(s) under the column titled Parcel Number(s).

Each parcel should be contiguous in the same municipality.

The Indian River County Property Appraiser will not create or draft property descriptions.

- If the property is metes and bounds then a survey **MUST** provide a sketch and legal description clearly defining each new parcel boundary.
- If the property is in a platted subdivision then a survey **MAY NOT** be required (to be determined by the appropriate jurisdiction's staff).
- **NOTE:** For combinations, parcels **must** be titled in the same name(s) and must be contiguous.

PRIOR TO SUBMITTING THIS REQUEST, PLEASE CONSULT WITH THE APPROPRIATE COMMUNITY DEVELOPMENT DEPARTMENT FOR SIGN-OFF OR TO DISCUSS ANY FUTURE IMPLICATIONS THIS REQUEST MAY HAVE ON THE PROPERTY (Indian River County (772) 978-4550, City of Vero Beach (772) 978-4550, City of Sebastian (772) 589-5537, City of Fellsmere (772) 571-9077, Town of Orchid (772) 581-2770, Town Indian River Shores (772) 231-4453

- Your request will be accepted at any time during the year; however, the Indian River 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.
- Sign and date the form. **NOTE:** Forms must be signed by the current owner or the owner's designated representative. Forms signed by prospective buyers will not be processed.

The processing time by the Indian River County Property Appraiser's Office **WILL NOT** hinder the sale of a property, issuance of permits, or any outside agency's process. Please contact us at (772) 567-8000 or by email: Appraiser@ircpa.org with any questions.

This form must be completed in its entirety. Incomplete forms will not be processed.



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Request for Parcel Split or Combination

SPLIT

COMBINE

RECONFIGURE

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

*Does the request require a survey? If so, is that provided? _____

*Does a Unity of Title exist on the parcel(s) above? _____ BK _____ PG

*If yes, has a Release of Unity of Title been recorded? _____

Signature (Comm.Dev.Rep)

Office (County or municipality)

Date

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 have been paid to the Tax Collector.

It should also be noted 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 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.

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: _____ Date: _____

Print Name: _____

Phone: _____ Email: _____