



## INSTRUCTIONS FOR REQUEST TO COMBINE OR SPLIT PARCELS

**\*\*Prior approval from the appropriate zoning/planning/community development agency of your jurisdiction is REQUIRED.\*\***

### Important Information for Owners Requesting Parcel Reconfiguration:

- A parcel split or combination by the Property Appraiser is for taxation purposes only.
- Property split from a homestead parcel will result in the split property to be assessed at Just Value. No Save Our Homes 3% assessment limitation (cap) will be applied to the split parcel valuation and the assessment limitation cap on the homestead property will be adjusted accordingly. The new, split parcel assessed at market value will generally result in an increase in taxable value.
- When combining any parcel with a homesteaded property, the full market value of the non-homesteaded parcel will be added to the assessed value of the homesteaded property for the current year. No assessment limitation (cap) is transferred to the homestead valuation. The new, combined parcel assessed at market value will generally result in an increase in taxable value.
- **Completion of Request** – Your request will be accepted at any time during the year. However, Split/Combination Requests received after the Initial Certification of the current year tax roll (Early October) will be processed for the following year. Please allow 2-6 weeks for complete processing of the request.

### PROCEDURE FOR COMBINING OR SPLITTING PARCELS

- Only the property owner may request in writing that the properties be split or combined. Owner must complete the request form and provide contact information.
- Owner must receive prior approval from the local jurisdiction. This may require an application and fee for the review and approval process. The local jurisdiction may provide a letter to be accompanied with this application.
- There shall be no delinquent taxes on any of the properties. Current year taxes must be paid.
- If outstanding mortgages exist on any of the properties, a letter from the mortgagor acknowledging and allowing the split or combination must be provided.
- For **combinations**, properties must be in the same ownership name, must be contiguous and must be located in the same tax district (including CRA districts). The taxing district must be the same for all parcels.
- For **splits**, owner **must** provide the legal description of all properties after the split or separation. If available, please provide survey.

#### **Submit Completed Form to:**

Seminole County Property Appraiser's Office  
1101 E. First Street, Sanford, FL 32771  
or via email to [billie@scpafl.org](mailto:billie@scpafl.org)

#### **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 the 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 the form, whether by the owner or the owner's representative, the owner acknowledges they have read and understand the aforementioned and availed themselves for the opportunity to ask any questions, seek clarification, or obtain additional information prior to this action being requested.



# REQUEST FOR PARCEL SPLIT OR COMBINATION

## Section 1: To be Completed by the Property Owner

Parcel Identification Number(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Requested: \_\_\_\_\_

Is this request to:

Split Property (Survey or Legal Description must be provided)

Combine Property (Parcels must be contiguous & used for same purpose)

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_  
\_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

***Prior approval from the jurisdiction is required. Please attach a copy of the approval letter for lot split or combination received from governing jurisdiction. If an outstanding mortgage exists, an approval letter must be provided. Approval via email will also be accepted.***

**Submit Completed Form to: Seminole County Property Appraiser's Office, 1101 E. First Street, Sanford, FL 32771 or via email to [billie@scpafl.org](mailto:billie@scpafl.org)**

## Section 2: To be Completed by the Property Appraiser's Office

Are Real Estate Taxes Current? YES  NO

Tax Collector Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Are Taxes paid by the Mortgage Company? YES  NO   
Letter of approval from the Mortgage Company provided YES  NO  N/A

A letter of approval was provided from the local jurisdiction YES  NO

### Combinations Only

Is Title (Ownership) the same for all parcels? YES  NO

Is Taxing District the same for all parcels? YES  NO

**Contact Information for Jurisdictions**

**Prior Approval from your jurisdiction is required to submit the form. Please refer to the list below to contact your governing jurisdiction.**

**Seminole County Government**

County Services Building  
Planning & Development Division, Room 2028  
1101 E. First Street  
Sanford, Florida 32771  
407-665-7371

407-971-5775

**City of Sanford**

Eileen Hinson, AICP  
Development Services Manager  
Planning and Development Services  
300 N. Park Avenue  
Sanford, FL 32771-1244  
Phone: 407.688.5147  
[hinsone@sanfordfl.gov](mailto:hinsone@sanfordfl.gov)

**City of Altamonte Springs**

Growth Management Department  
225 Newburyport Avenue  
Altamonte Springs, FL 32701  
407-571-8150

**City of Winter Springs**

Community Development Department  
1126 East State Road 434  
Winter Springs, FL 32708  
407-327-5967

**City of Casselberry**

Community Development Department  
95 Triplet Lake Drive  
Casselberry, FL 32707  
407-262-7700

***If you are unsure about which jurisdiction you are located in, please contact the Seminole County Property Appraiser's Office at 407-665-7506.***

**City of Lake Mary**

Community Development Department  
ATTN: Stephen Noto, Community Development Director  
911 Wallace Court  
Lake Mary, FL 32746

**City of Longwood**

Community Development Services Department  
174 W Church Ave.  
Longwood, FL 32750  
407-260-3462

**City of Oviedo**

Planning Division  
400 Alexandria Boulevard  
Oviedo, FL 32765