



INSTRUCTIONS FOR REQUEST TO 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 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.
- **Completion of Request** – Your request will be accepted at any time during the year. However, Split Requests received after the Initial Certification of the current year tax roll (early October) will be processed for the following tax year. Please allow 2-3 weeks for complete processing of the request.

PROCEDURE FOR SPLITTING PARCELS

- Only the property owner may request, in writing, that the properties be split. Owner must complete the request form and provide contact information.
- Owner must receive prior approval from the local jurisdiction and provide copy of the approval with this application. Please note the jurisdiction may require an application and fee for the review and approval process.
- 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 must be provided.
- 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 mapping@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 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. 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. 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.

SCPA: REQUEST FOR PARCEL SPLIT

This Split Request requires a Survey or Legal Description.

Section 1: To be Completed by the Property Owner

Date Requested: _____

Parcel Identification Number(s):

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 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 mapping@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

Split Combo ID: _____

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

City of Oviedo

Planning Division
400 Alexandria Boulevard
Oviedo, FL 32765
407-971-5775

City of Altamonte Springs

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

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

City of Casselberry

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

City of Winter Springs

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

City of Lake Mary

Community Development Department
ATTN: Krystal Clem, Community Development Director
911 Wallace Court
Lake Mary, FL 32746

***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 Longwood

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