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PARCEL DIVISION APPLICATION

Requirements for lot or parcel splits and/or combinations:

1. Applications for approval of splits and/or combinations shall be submitted to the clerk's office.
2. The applicant shall submit a survey of the original parcel, a signed certified survey of the newly created parcels, and the corresponding legal descriptions.
3. All current and delinquent real property taxes, special assessment bills and special assessment balances must be paid in full before the application will be processed and approved; proof may be required.
4. Applicants must have a vested interest in the properties for which they are requesting changes.
5. There is a \$75.00 charge for **each** parcel created. There will be a recharge if changes are made after the split is approved.
6. Homestead Exemption status will no longer be valid on changed parcels; a new homestead exemption form must be completed for any parcel requesting exemption.
7. For private road applications, no splits will be approved until road is completed.