General Instructions for Requesting Parcel Split or Combination

NOTE: Prior legal approval for parcel splits from the appropriate zoning / planning / community development agency of your jurisdiction is required. OCPA does not issue determinations regarding the legality of splits and will not advise owners on such matters.

- List all current parcel number(s) under the column titled Parent Parcel Number(s)
- For parcel splits, a survey, sketch, or legal description clearly defining the new property boundary MUST be submitted. OCPA will not create or draft property descriptions.
- For parcel combinations, a survey, sketch, legal description is not required. However, copies of surveys are always beneficial and appreciated.

  NOTE: For combinations, parcels must be titled in the same name(s), must be in the same jurisdictional boundary (city limits), and in most cases must be contiguous.
- 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.
- Either fax 407-605-0391, email mappingservices@ocpafl.org or mail information to OCPA. You may also schedule an appointment to meet with a mapping department staff member by calling 407-836-5411.
- OCPA will review, pre-issue new parcel number(s), sign, and return the form via fax or mail as quickly as possible.
- Use the fully executed form to provide information for permitting, closings, etc.

Please allow 2 – 6 weeks (depending on time of year and coordination with the tax roll cycle) for processing of the request.

NOTE: The processing time by OCPA should not hinder the sale of a property. Please contact us at 407-836-5411 with any questions.

Request for Parcel Split or Combination for Properties Within Unincorporated Orange County

PARENT PARCEL NUMBER(S)	NEW PARCEL IDENTIFICATION NUMBER(S) (ISSUED BY MAPPING DEPT P.A. OFFICE)
SEC___TWP___RNG___SUB____PARCEL_____	SEC___TWP___RNG___SUB____PARCEL_____

NOTES:

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 legality of the land division being requested, the legality for such parcel to be conveyed via land title, nor the suitability for such parcel to be developed. Contact the appropriate land development, zoning, and/or planning 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 at a future date you choose to reverse the process, 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 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. 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.

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: _____

Owner or Owner's Representative

Print Name: _____

Phone: _____

Signature: _____ Date: _____

Orange County Zoning (407) 836-0092

This split/combination will be effective for the 20___ tax year.

Signature: _____ Date: _____

Orange County Property Appraiser's Office

For questions regarding new parcel numbers:

Contact: mappingservices@ocpafl.org
(407) 836-5411

Orange County Property Appraiser's Office
200 S. Orange Ave. Suite 1700
Orlando, FL 32801