



**Parcel Split Request**

Requests for parcel splits may be submitted by property owners or agents. The requests shall be in writing and submitted for review to the GIS/Mapping Department. A review will be conducted upon receipt. The requirements that follow are minimal and the "granting" of a split will remain at the discretion of the Property Appraiser's Office. This change to the parcel may have an impact on taxable value, exemptions, capped value and/or taxes. This office does not determine whether a parcel/s meet legal requirements for development purposes.

**Note:** Splitting a property with a homestead exemption will result in a loss of homestead benefit on the non-primary residential parcel. The non-primary parcel will then be assessed at full market value per Florida Statute 193.1554.

- I. To qualify for a split, all conditions MUST be met:
  - a) All property taxes must be current.
  - b) The parcel must have existed previously as individual parcels either recorded or unrecorded that were combined at the owner's request, or  
The office must be provided with a legal description or survey, if available, for each parcel as they would appear after split.
  - c) The governing county or municipal Land Development Division must approve the split request. Contact the county or municipality governing the property for verification.
  - d) A Release of Unity of Title must be completed. (Note: GIS/Mapping will verify if the property is encumbered.)

II. Property Control Number: \_\_\_\_\_ Building \_\_\_\_\_ Yes \_\_\_\_\_ No Exemption \_\_\_\_\_ Yes \_\_\_\_\_ No

Required: (check one and give supporting documentation)

\_\_\_\_\_ Prior existing parcel \_\_\_\_\_ Deed \_\_\_\_\_ Identified by survey

Additional Notes: \_\_\_\_\_

III. Current Owner(s) or Agent:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name/Title: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Interoffice recommendation to proceed: Initials: \_\_\_\_\_ Dept: \_\_\_\_\_ Date: \_\_\_\_\_

For questions regarding split parcels, please contact the GIS/Mapping Department at 561.355.1558 or submit form(s) to mymap@pbcapao.gov.

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