



**SCOTT P. RUSSELL, CFA**  
**MONROE COUNTY PROPERTY APPRAISER**

COUNTY COURTHOUSE  
P.O. Box 1176  
KEY WEST, FLORIDA 33041  
PHONE (305) 292-3420 FAX: (305) 292-3431

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MCPA-204  
Rev 4/13

## Request to Split or Combine Real Estate Parcels

This form is for the use of the real property owner to request to combine or split an existing real estate parcel in Monroe County, Florida into two or more parcels for tax roll purposes. Our office will only divide a parcel meeting the necessary requirements. Please note that approval is not automatic and a review of the request may take 2 - 6 weeks.

### General Instructions:

- 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. MCPA will not create or draft property descriptions.
- For parcel combinations, a survey, sketch, or 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. If a "Unity of Title" for the parcels has been recorded with the Monroe County Clerk of the Court, a copy must be included with this application.
- List the desired configuration of the parcels, e.g., Lots 1 and 2.
- Sign and date the form. The form **must** be signed by the current owner or the current owner's designated representative. Forms signed by prospective buyers **will not** be processed.
- Either fax, mail or bring the information to one of our 3 offices.
- MCPA will review the request; pre-issue new parcel number(s) sign and return the form via fax or mail as quickly as possible.
- We reserve the right to request additional information as necessary to complete the request. Additional information may include items such as site plans, plats or a letter from the governing jurisdiction regarding the request.

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

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



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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.

PLEASE NOTE: The Splitting of Parcels May Increase Your Property Assessment, Possibly Resulting in Higher Taxes.

HOMESTEAD PROPERTIES CURRENTLY AFFECTED BY AMENDMENT 10, SAVE OUR HOMES:

The land division (split) of a homestead property will result in the removal of the Save Our Homes 3% assessment limitation (cap) from the newly created (split-out) parcel. The new (split-out) parcel will be assessed at market value generally resulting in an increase in taxable value. If at a future date the property owner desires to re-combine the property, the new (split-out) parcel will be combined back with the homestead parcel at its current market value. The Save Our Homes cap will not be restored to its former level.

NON-HOMESTEAD PROPERTIES AFFECTED BY AMENDMENT 1, ASSESSMENT LIMITATION:

Per Florida Statute 193.1554(7) and 193.1555(7) the land division (split) or combination of non-homestead property will result in the removal of the 10% assessment limitation (cap) and the assessment of the parcel(s) at full market value in the following tax year.

Property Owner(s) initials: Please note that by initialing this box you are stating that you have read and understand the above statement.

Property Owner initials Property Owner/Spouse initials Property Owner/Spouse initials

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.

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.

Name of Owner of Record:

Address:

Telephone: E-Mail:

Signature: Date:

For Office Use Only

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

Approved By: Date:

Monroe County Property Appraiser's Office



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**Request to Split or Combine Real Estate Parcels**

Split

Combine

**PARENT PARCEL IDENTIFICATION NUMBER(S) & AK(S)**

**NEW PARCEL IDENTIFICATION NUMBER(S) & AK(S)**

Parcel ID: \_\_\_\_\_ AK: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ AK: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ AK: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ AK: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ AK: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ AK: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ AK: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ AK: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ AK: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ AK: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ AK: \_\_\_\_\_

Parcel ID: \_\_\_\_\_ AK: \_\_\_\_\_

Desired Configuration:

Special Requests/Notes/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Mill Group: \_\_\_\_\_ NBHD Code: \_\_\_\_\_ PC Code: \_\_\_\_\_ FEMA: \_\_\_\_\_ All \_\_\_\_\_ Partial \_\_\_\_\_ Affordable Housing \_\_\_\_\_

Homestead Parcel \_\_\_\_\_ Non-Homestead Parcel \_\_\_\_\_ AG Class \_\_\_\_\_ Working Waterfront \_\_\_\_\_ Exemptions Code(s): \_\_\_\_\_

Physical Location: \_\_\_\_\_

Documents Received: Recorded Deed \_\_\_\_\_ Declarations \_\_\_\_\_ Restrictions \_\_\_\_\_ Survey or Site Plan \_\_\_\_\_

Proof Taxes Paid \_\_\_\_\_

Aerials/Maps \_\_\_\_\_ Owner Request Form \_\_\_\_\_ Other: \_\_\_\_\_

Current Market Value: \$ \_\_\_\_\_ Current Assessed Value: \$ \_\_\_\_\_

Request Approved (Please complete worksheet). \_\_\_\_\_ Waste Mgmt. Notified

Request Denied: Reason: \_\_\_\_\_

Owner Notified (Date): \_\_\_\_\_ (Attach copy of letter)

Appraiser

Date