

REQUEST FOR SPLITTING/COMBINING TAX PARCEL & PERSONAL PROPERTY INFORMATION

(Must be included with Conveyance document)

In order to split or combine portions of a parcel or create new plats, parcels must meet the requirements for conveyance and Carroll County Regional Planning Commission regulations. A new survey is conducted for the effected parcels. A deed with the new legal description must be pre-approved by the Map Office. Once the split/combine is approved, the deed can then be submitted to the Auditor’s Office to be conveyed and the Recorder’s Office to be recorded. Please note that all documents presented to the Auditor’s Office indicating a split/combine must have the proper approval stamp(s) on the document before the split can be processed. Effective June 1, 2019, all split/combine transfers must include a completed Request for Splitting/Combining Tax Parcel.

Please note that land valuation may change due to splitting/combining properties. Adjustments will be made to the permanent record. Please note that a future split of the property may require Regional Planning Commission approval.

When the main parcel of a split/combine includes buildings, it is very important for the Auditor’s office to know which parcels the buildings should be valued on after the split/combine is completed. Please provide a copy of the survey, indicate where the buildings should be valued below, print name, and provide phone number, sign and date.

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| Parcel Number(s): | |
| Do buildings need moved? <i>For each building on the main parcel, please note where the building should be valued after the split/combine has been completed.</i> | <input type="checkbox"/> No, they remain with main parcel <input type="checkbox"/> Yes (please provide details) |
| Does your conveyance include any personal property? <i>During a reappraisal and a triennial update year, the state very closely reviews the sales in our county. This means it is crucial that line 6 and Line 7(e) of the conveyance statement are completed accurately.</i> | <input type="checkbox"/> No, the conveyance does not include any personal property <input type="checkbox"/> Yes, and the personal property value has been separated on line 7(e) |
| Requested by (print name) | |
| Phone number | |
| Signature | |

Please be sure to include a copy of the survey.