Our mission is to place the public first while providing prompt, efficient service in a friendly, professional manner.

General Instructions for Combination and Split Requests

Prior legal approval from the appropriate zoning/planning/community development agency in your jurisdiction is required. Your Escambia County Property Appraiser’s Office does not issue determinations regarding the legality of split requests and will not advise owners on such matters.

The Property Appraiser's Office strives to maintain excellence in customer service satisfaction and strives to prevent adverse affects that can occur once a Combination or Split Request is processed. All applicants should review the requirements prior to submitting such a request.

- Only one request per year is permitted for any property included in a Combination or Split Request.
- The deadline to submit a Combination or Split Request is June 1st of the current year.
- List all current parcel number(s) under the column titled Reference Number.
- Split Requests require you to submit a survey with a legal description which clearly defines the new property boundaries at the time of the request. This office will not create or draft property descriptions.
- Combination Requests do not require a survey, sketch or legal description. However, such documents are always beneficial and appreciated. Combination Requests are required to meet the following criteria:
  - All taxes must be current.
  - All parcels must be titled in the same name(s) as of January 1st of the requesting year.
  - All parcels must lie in the same jurisdictional boundary, i.e., city or county limits.
  - All parcels must be contiguous.
  - This office may request a Homestead Affidavit be filed if the parcel(s) has two or more dwellings/living units. Our Office reserves the right to inspect and investigate the premises to confirm its status.
  - If one parcel is currently receiving the benefit of a homestead or institutional exemption, the property owner(s) must file a new exemption application to add new lands to the original parcel.
  - The first year in which the legal descriptions are “combined” shall constitute the base year for the new lands and any cap protection from prior years will reset at full market value.
  - Forms must be signed by the current owner(s). Forms signed by “prospective buyers” will not be processed.
- You may mail or personally deliver the completed form and its attachments to the Downtown or Molino Office. You may schedule an appointment with a Title & Mapping Services staff member by calling the office.

Requests will be processed from January 1st through June 1st of the effective year. The processing time should not hinder the sale of a parcel. You may use the fully executed form to provide information for permitting, closings, etc. This office will review and pre-issue a new parcel number(s) as quickly as possible. Questions regarding applications submitted to the Downtown Office should be directed to Lynn Eiland. Questions regarding applications submitted to the Molino Office should be directed to Lisa Arredondo.

The Property Appraiser’s Office makes neither representations nor guarantees of the usability of a parcel once a Combination or Split request is complete. Property owner(s) should contact any lenders or mortgagors to verify the request is permitted by the lien holder.

Should you have any questions or concerns, please contact our Office at (850) 434-2735.

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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 have been paid to the Tax Collector’s Office.

It should be noted that a Combination or Split request processed by the Property Appraiser’s Office is for taxing purposes only and does not imply legality of the land division being requested, nor the legality for such parcel(s) to be conveyed via land title, nor the suitability for such parcel(s) to be developed. Applicants should contact the appropriate land development, zoning and planning agency within your jurisdiction for questions concerning current and future property development regulations.

EXEMPT and NON-EXEMPT PROPERTIES AFFECTED BY ASSESSMENT LIMITATION

[Note: If this section is not completed, the request will not be processed.]

I or We, understand that combining or splitting property may affect the property’s capped value resulting in an increase in my/our property taxes.

If I or We desire to reverse the process in the future, the “cap value” will not be restored to its former value.

I or We, understand that combining additional lands to a parcel that is currently benefiting from a homestead or an institutional exemption will not decrease parcel value. The existing “cap” will remain on the parcel with the original exemption. According to Florida Statutes, the newly added parcel’s cap will reset at full market value. This will result in taxes based on full market value.

I or We acknowledge that I/we have read the foregoing cautionary message and do hereby acknowledge I/we understand the requirements and consequences of this request by initialing and printing my/our names as designated below:

<table>
<thead>
<tr>
<th>Initials</th>
<th>Printed Name of Owner</th>
<th>Initials</th>
<th>Printed Name of Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>________</td>
<td>_____________________</td>
<td>________</td>
<td>_____________________</td>
</tr>
<tr>
<td>________</td>
<td>_____________________</td>
<td>________</td>
<td>_____________________</td>
</tr>
</tbody>
</table>

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**Parcel Split-Out and Combination Request**

**Owner Name(s):** ___________________________________________________________

________________________________________

<table>
<thead>
<tr>
<th>Parcel Status</th>
<th>Exempt</th>
<th>Code</th>
<th>Reference Number</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vac</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vac</td>
<td></td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vac</td>
<td></td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Combination Request**

<table>
<thead>
<tr>
<th>Parcel Status</th>
<th>Survey/Legal</th>
<th>Parent Reference Number</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vac</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**New Parcel Identification Number** *(issued by the Title & Mapping Services Department)*:

________________________________________

**Split-Out Request**

<table>
<thead>
<tr>
<th>Parcel Status</th>
<th>Survey/Legal</th>
<th>Parent Reference Number</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vac</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**New Parcel Identification Number** *(issued by the Title & Mapping Services Department)*:

________________________________________

**Notes:**

____________________________________________________________________________________

____________________________________________________________________________________

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PROPERTY APPRAISER TO BE HELD HARMLESS

[Note: If this section is not completed by all owners, the request will not be processed.]

It is the responsibility of the owner(s) to ensure that any and all tax amounts, prior and current, on any parcels involved in a combination or split request are paid in full to the Tax Collector. This agency is not responsible for any delinquent taxes, penalties, interest or fees which can occur and accrue due to negligence on the part of the property owner(s) or other interested parties involved with the said request.

Furthermore, if the property is encumbered by a mortgage or lien, it is the owner’s responsibility to seek approval from the mortgagor or lien holder prior to submitting any changes to the property involving a split or combination request.

By all owner(s) signing below, I/we acknowledge, I/we have read and understand all the aforementioned guidelines, potential consequences and requirements and have availed ourselves of the opportunity to seek clarification and obtain additional information or counsel prior to this action being taken.

Owner:_________________________Owner:_________________________
Signature
_______________________________
Print Name
_______________________________
Daytime Phone Date
_______________________________
Daytime Phone Date

Owner:_________________________Owner:_________________________
Signature
_______________________________
Print Name
_______________________________
Daytime Phone Date
_______________________________
Daytime Phone Date

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As an agent of the appropriate jurisdictional agency where the parcel(s) exist in Escambia County Florida, I have reviewed this request from the parcel owner(s) and made the following determination:

☐ The Split Request is consistent with current zoning for the affected parcel(s).

☐ The Split Request is not consistent with current zoning for affected parcels for the following reason(s):

☐ The Combination Request is consistent with current zoning for the affected parcel(s).

☐ The Combination Request is not consistent with current zoning for the affected parcels for the following reason(s):

The information provided in this section does not constitute review or approval of any development or the confirmation of any development or land use rights for the affected parcels. Additional information on these issues may be obtained by contacting the County or City planning agencies at the addresses and telephone numbers below.

☒ Escambia County Planning and Zoning
3363 West Park Place
(850) 595-3475

☒ City of Pensacola Planning Division
222 West Main Street, 5th Floor, City Hall
(850) 435-1670

Agent: __________________________________________ Title: __________________________
Signature
________________________________________ Date: __________________________
Print Name
________________________________________ Phone: _________________________
Email Address

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