Gary "Bubba" Peters, CFA

Escambia County Property Appraiser

221 Palafox Place, Suite 300
Pensacola, FL 32502
Phone (850) 434-2735

Molino Office: 6440 Hwy 95A N, Ste B
Molino, FL 32577

Effective Roll Year: _____
Received By: _____
Date Received: _____

GENERAL INSTRUCTIONS FOR COMBINATION/SPLIT REQUESTS

1. Your request will be accepted at any time during the year. Once our office receives your request, the tax roll calendar will determine if your request can be completed for the current year or processed the following year. Your request will be worked in the order it was received. *The processing time and/or record updated by the Office of the Escambia County Property Appraiser should not hinder the sale/purchase of a property, or issuance of a permit or any outside agency's process.*

2. Only ***one request per year*** is permitted for any property included.

3. List all current account number(s) or parcel number(s) under the section titled "Account Number(s)/Parcel ID(s)."

4. Check one:

   ☐ **Combination** - **All** parcels must be titled in the same tenancy and exact same name (include middle names, initials, suffixes, etc.). Parcels must be in the same jurisdictional boundary (millage code), must be contiguous. Surveys are not required; however, such documents are always beneficial.

   ☐ **Split** – A survey along with a full, written legal description clearly defining the new property boundaries is required and must be submitted with the request. If you do not have a survey, you may provide us with a complete written legal description clearly defining the new property boundaries.

5. **Forms must be signed and dated by all current owners or the owner's legal representative**. Forms signed by prospective buyers will ***not*** be processed.

6. **Any parcel currently receiving the benefit of an institutional exemption** requires two authorized signatures. If combining parcels, **a new exemption application is required** to add lands to the original parcel.

***PLEASE NOTE*: The forms must be completed in their entirety. Incomplete forms or those lacking appropriate zoning review will not be processed.**

Return forms to:
Email: TMS@escpa.org
or
Mail or personally deliver the completed forms and attachments to the Downtown or Molino Office.

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

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REQUEST FOR PARCEL COMBINATION/SPLIT

Owner Name: _____

Account Number(s)/Parcel ID(s)

1._____ 4._____

2._____ 5._____

3._____ 6._____

Pursuant to ***Florida Statute 197.192,*** the Office of the Property Appraiser **will *not* combine/split parcels until all taxes due or delinquent have been paid to the Tax Collector.**

Please Note that a parcel combination/split by the Property Appraiser is for **taxation purposes only and does not imply suitability for parcel development**. Please contact the appropriate land development or planning and zoning department of your jurisdiction for questions concerning property development.

☐ **Homestead/Non-Homestead Properties Affected by Assessment Limitation**

*I/We understand that combining/splitting parcels may increase taxes by affecting existing capped values. If you choose to reverse the process at a future date, the cap will **not** be restored to the former level.*

Property Appraiser to be Held Harmless

Before a parcel can be split or combined, it is the responsibility of the owner(s) to ensure all prior or current tax amounts on any parcels being combined 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 the negligence on the part of the property owner, the owner's representatives, or other parties requesting parcel combination.

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 combination/split. If this request is being presented by anyone other than the owner, a **Power of Attorney or signed letter of authorization from the owner must be supplied and a copy attached.**

By signing below, whether by the owner or the owner's legal representative, the signer 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 Print Name

_____ _____ _____

Email Phone Date

_____ _____

Signature Print Name

_____ _____ _____

Email Phone Date

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Escambia County Planning & Zoning
3363 West Park Place
Pensacola, FL 32505
(850) 595-3475
zoninginfo@myescambia.com

City of Pensacola Development Services
222 W. Main St.
Pensacola, FL 32502
(850) 435-1670
planning@cityofpensacola.com

Zoning Review

*Note: If this section is not completed by the appropriate agency, the request **will not** be processed.*

Parcel(s): _____

Any other restrictions (APZ, Overlay, etc)? _____

As an agent of the appropriate 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 **Combination Request is consistent** with the current zoning _____ for the affected parcel(s).

☐ The **Combination Request is NOT consistent** with the current zoning for the affected parcel(s) for the reasons cited below:

Reason(s)/Notes: _____

_____

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

☐ The **Split Request is NOT consistent** with the current zoning for the affected parcel(s) for the reasons cited below:

Reason(s)/Notes: _____

_____

☐ The **Lot Line Shift (Lot Reconfiguration) is consistent** with current zoning _____ for the affected parcel(s).

☐ The **Lot Line Shift (Lot Reconfiguration) is NOT consistent** with current zoning _____ for the affected parcel(s).

Reason(s)/Notes: _____

_____

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 of City planning agencies at the addresses and telephone numbers below.

○ **Escambia County Planning & Zoning**
3363 West Park Place
850-595-3475

○ **City of Pensacola Planning & Zoning**
222 West Main St, 5th Floor, City Hall
850-435-1670

Agent: _____ ***Title:*** _____

Signature / valid for 120 days

_____ ***Date:*** _____

Print Name

_____ ***Phone:*** _____

Email Address

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