

CAYUGA COUNTY REAL PROPERTY SERVICES DEPARTMENT
160 Genesee Street Auburn NY 13021 315 253-1502

Please help us determine or confirm the total number of "separately assessed" real property tax parcels you require. This form must be completed and signed by **current owner(s)** prior to real property tax parcels being split or merged on demand. This form is for use **only** for parcels outside the City of Auburn.

Requests received after taxable status date, March 1, will not be processed until the following tax year!!

REQUEST FOR REAL PROPERTY TAX PARCELS TO BE SPLIT OR MERGED

NOTE: *Property taxes must be paid in full on all parcels!*

NOTE: *Merged parcels:* The current ownership of all parcels intended to be combined must be absolutely identical, and all parcels must be physically contiguous or across a public or private road or right of way. Parcels must be in the same School District.

NOTE: *Split or subdivision parcels:* Each lot or parcel of land intended to be listed as an individual, separate tax parcel must be well defined as a separate parcel in deed(s) or survey/subdivision map(s), recorded in the Cayuga County Clerk's office.

I (We) _____ as owner(s) of parcel(s) of land in the **Town or Village** of _____, request that the following parcel(s) of land (list tax map parcel number(s) if known), _____, located at _____, (street or road location) be:

- 1) Merged and combined into one tax parcel.
- 2) Merged or combined into new parcel(s) pursuant to filed deed(s) or filed survey/subdivision map(s). Please provide the file number of the survey/subdivision map(s) or deed(s) as recorded in the Cayuga County Clerk's office. _____
- 3) Split or subdivided into a total of _____ (insert number) individual tax parcels. Please list the file number(s) for the deed(s) or map(s) recorded in the Cayuga County Clerk's office. _____

Although tax maps may be casually utilized by local land use regulatory agencies, the Cayuga County Real Property Services Department is under no obligation to conform, define or confirm existing or future parcels for land use regulatory purposes. The tax maps are intended to be used for Real Property Tax & Assessment purposes only.

The division of an existing lot into two or more lots may require local City, Town or Village Planning Board approval. **Always review** County Health Department and Local Agency subdivision regulations before recording deeds or maps that subdivide an existing parcel or lot.

It is the **owner's responsibility** to notify their mortgage/tax escrow company of this request to split or merge tax bill parcels.

Owner's signature(s)

Date

Future tax billing address, if different

Daytime phone number where we can reach you _____

ADDITIONAL REQUEST INSTRUCTIONS _____
