



# County of Santa Cruz

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## OWNER INITIATED COMBINATION/SPLIT REQUEST FORM

### **COMBINATION**

- Fee Paid: \$36.00 to County Assessor
- Fee Waived (Combination required by Planning or Environmental Health)

Please combine the following parcel numbers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

into one parcel.

### **ASSESSOR'S OFFICE APPROVALS**

- Applicant informed that combination will not be worked if taxes are past due

All parcels to be combined:

- have identical ownership and method of holding title
- are in the same tax code area (see reverse for exceptions)

Deputy: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTICE:** Combination of parcels into one Assessor's parcel may also result in one parcel for land use and planning purposes. This may have serious consequences for future use or development of your property. You are advised to contact your attorney and the Planning Department of the County of Santa Cruz to ascertain the effect, if any, of combining the parcels listed on this form into one Assessor's parcel.

### **SPLIT**

- Fee Paid: \$72.00 to County Assessor

Please split the following parcel number:

\_\_\_\_\_

into \_\_\_\_\_ parcels.

### **DEPARTMENTAL APPROVALS:**

#### **TAX COLLECTOR'S OFFICE**

All taxes have been paid.

Deputy: \_\_\_\_\_

Date: \_\_\_\_\_

#### **PLANNING DEPARTMENT**

Split does not violate any planning ordinances.

Deputy: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTICE:** The Planning Department must sign off before submitting your split request to the Assessor's Office.

## **OWNER INFORMATION**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Owners Signature\* (every person on title must sign)

\*For corporations, an officer of the corporation must sign.

## **MISCELLANEOUS COMMENTS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

# SPLITS & COMBINATIONS

Before accepting a combination request, the following items must be checked:

1. The \$36 fee has been paid. The fee should be waived if the combination is a condition of permit issuance by Planning or Environmental Health.
2. The applicant has been informed that tax payments must be current as of the date we work the combination. Drafting will work an item up to December 10 (or April 10, depending on the time of year) but will check the tax payment status and not work on any request with unpaid taxes after that date until the taxes due are paid. If Drafting is unable to work the combination for this reason, the applicant will be notified.
3. Ownership of the parcels involved is identical – with a few qualifications. If a middle initial is missing or one parcel shows Bob and another shows Robert, that is acceptable.
4. The method of holding title must be the same. Bob & Mary Smith CP is not the same as Bob & Mary Smith Trustees.
5. Parcels must be in the same tax code area. However, if one of the existing parcels is less than 45,000 square feet **or** less than \$50,000 in value, it may be combined even though it is in a different tax code area than the other parcel(s).
6. Parcels must be adjacent and contiguous. Parcels cannot be combined across other definable property such as roads, alleys, railroads, etc.
7. Parcels cannot be combined if one is under a land conservation contract (such as open space or Williamson Act) and the other is not.

Before accepting a split request, the appropriate Planning Department (County or City) must sign off on the form.

**\*BOTH requests require the signature of all owners. For corporations, an officer of the corporation must sign.**

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