



General Instructions for Requesting Parcel Split or Combination

NOTE: Prior legal approval for parcel splits from the appropriate zoning / planning / community development agency of your jurisdiction is required. OCPA does not issue determinations regarding the legality of splits and will not advise owners on such matters.

- List all current parcel number(s) under the column titled Parent Parcel Number(s)
- For parcel splits, a survey, sketch, or legal description clearly defining the new property boundary **MUST** be submitted. **OCPA will not create or draft property descriptions.**
- For parcel combinations, a survey, sketch, legal description is **not required**. However, copies of surveys are always beneficial and appreciated.

NOTE: For combinations, parcels must be titled in the same name(s), must be in the same jurisdictional boundary (city limits), and in most cases must be contiguous.

- Sign and date the form. **NOTE: Forms must be signed by the current owner or the owner's designated representative. Forms signed by prospective buyers will not be processed.**
- Either fax or mail information to OCPA. You may also schedule an appointment to meet with a mapping department staff member by calling 407-836-5077.
- OCPA will review, pre-issue new parcel number(s), sign, and return the form via fax or mail as quickly as possible.
- Use the fully executed form to provide information for permitting, closings, etc.

Please allow 2 – 6 weeks (depending on time of year and coordination with the tax roll cycle) for processing of the request. **NOTE: The processing time by OCPA should not hinder the sale of a property. Please contact us at 407-836-5077 with any questions.**