



## Charlotte County Property Appraiser

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## PROPERTY SPLIT/DIVISION APPLICATION INSTRUCTIONS

The separation of parcels/units may affect assessed value(s), taxable value(s), exemption benefit, and/or capped value(s).

### General Requirements:

This form is an owner's request to divide a parcel. Two or more parcels to be divided shall meet one or more of the following:

- A deed recorded with Charlotte County Clerk of Court.
- A new development is recorded (condominium or subdivision).
- The lots were previously platted and/or have previously recorded documents.

### The following is required:

- Proof that all taxes have been paid. (F.S. 197.192)
- **ALL REQUESTS MUST HAVE OWNER'S SIGNATURE. PHOTO I.D. REQUIRED.**  
**If submitting by mail or e-mail, please include a photocopy of your driver's license. If you do not hold a valid driver's license, you may provide a Florida I.D. Card issued by the Florida Division of Motor Vehicles.**
- If improved, a survey or site plan must be submitted locating all improvements and structures.
- If lands to be split will create a partial or non-conforming lot, a survey and land split determination will be required from Charlotte County Community Development Department prior to processing. Non-platted parcels will require a survey and land split determination also.

We reserve the right to request additional information as necessary to complete the request. Additional information may include items such as site plans, plats, or a letter from the governing jurisdiction regarding the request etc.

**Please note: Requests after final tax roll certification will be processed for the following tax year.**

### Additional notes and information:

Please be advised that this request does not imply suitability or authorize development of the parcel. Please contact the appropriate land development or planning and zoning department for your jurisdiction for questions concerning development of the parcel. This action does not nullify or alleviate any existing liens or encumbrances on the property.

Owner acknowledges and hereby agrees to all conditions of the Property Division request. \_\_\_\_\_  
(Initial)

