



REQUEST TO SPLIT / JOIN PARCEL(S)

Property Information

Property Address _____

Property Owner(s) _____

Tax Key Number(s) _____

Property Owner's Address _____

Reason for request _____

Phone _____

Email _____

Application Type	Fees	Required Plans/Information ¹
<input type="checkbox"/> Split / Join # Lots: _____	\$100/Lot	

Fees:

Total per lot fee from above	\$ _____
Filing Fee	\$ <u>50.00</u>
Total	\$ _____

¹ **Electronic files of entire submittal required.** Failure to submit all required plans will result in rejection of the application.

SPLITTING TAX PARCELS MAY AFFECT THE WAY THE NEW TAX PARCEL(S) ARE VIEWED BY DIFFERENT GOVERNMENTAL AGENCIES. ANY EFFECTS OF SPLITTING TAX PARCELS ARE THE OWNERS RESPONSIBILITY.

We strongly recommend having a surveyor look over the property and make a recommendation. It is your responsibility to provide us with the legal description for the piece you wish to split off as well as the new legal description for the remaining piece. Please submit a survey with this form if available.

Signature _____

Date _____

Signature _____

Date _____

CITY OF NEW BERLIN OFFICE USE ONLY

Approvals:

	Reviewer	Approve Date	Deny Date	Review	Notes
County Tax Lister				Deed restrictions recorded with Register of Deeds <input type="checkbox"/> Yes <input type="checkbox"/> No Document # _____	
Planning				Landlocked parcel(s) <input type="checkbox"/> Yes <input type="checkbox"/> No Violate local, state or county zoning ordinances <input type="checkbox"/> Yes <input type="checkbox"/> No Buildings situated across multiple lots <input type="checkbox"/> Yes <input type="checkbox"/> No Properties buildable as separate lots <input type="checkbox"/> Yes <input type="checkbox"/> No School district(s) _____ _____	
GIS				Confirm legal description <input type="checkbox"/>	
Finance				Delinquent taxes or outstanding special assessments <input type="checkbox"/> Yes <input type="checkbox"/> No	
Assessor				History of tax parcels:	

**Note: The City does not represent that the parcel(s) are buildable. In the event that a plat of survey and/or CSM is provided, the City will evaluate the property with Zoning Code Compliance. Applicant is responsible for providing proof that the site percs or has adequate access to public utilities at time of building permit.*

TAX LISTER OFFICE USE ONLY (email form to City of New Berlin upon completion)

Old Tax Key Number(s) Deleted	New Tax Key Number(s) Assigned	Address	Description of change

Approved by _____ Date _____ Roll Effective Date _____