**MIKE TWITTY, MAI, CFA**
**Pinellas County Property Appraiser**
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# FAQ - PARCEL SPLIT PROCESS

If you have made the decision to divide (aka split) your parcel, the following steps will assist in making the process move forward:

1. Decide how the parcel is to be reconfigured and have legal descriptions prepared. You may want to contact a licensed Florida surveyor for assistance in crafting the legal descriptions and/or acquiring a property survey.
2. Contact the jurisdiction's (municipal or unincorporated) zoning/redevelopment department in which the parcel is located for written approval to split.
   a. To determine your jurisdiction, go to www.pcpao.gov and search for, then click on, your property. If the resulting parcel summary displays "Unincorporated" you will contact the Pinellas County Planning and Zoning department. Otherwise, the Municipality to contact is listed under Current Tax District.




3. As per *Section 197.192, Florida Statues*, "Land shall not be divided until all taxes have been paid." Verify property taxes are paid in full with the Pinellas County Tax Collector's Office at https://pinellastaxcollector.gov/property-tax/
4. Once the above is done, complete and submit Parcel Split Request application.
   a. Include the legal descriptions for the existing and new parcel(s), including any property boundary surveys.
   b. Include a copy of the jurisdiction's approval to split.
   c. If the parcel owner is not signing the application, written authorization from the owner must be included.
   d. If the owner is an artificial entity (e.g., LLC, corporation, LLP, etc.) you must include the title or position of the person signing the form (e.g., Manager, Member, President, Partner, etc.).
   e. **It is important to please include an email address and daytime phone number** so we may contact you (if needed) and copy you on correspondence.
5. Submit the completed application and supporting documents via email (preferred) to pcpamapping@pcpao.gov or via USPS mail to:

   Pinellas County Property Appraiser
   Attn: Land Records - Parcel Split
   PO Box 1957
   Clearwater, FL 33757-1957