



## PINAL COUNTY

31 North Pinal Street, Building E, P. O. Box 709, Florence, AZ 85132  
520.866.6361 · <http://pinalcountyaz.gov/departments/Assessor>

# Combination of Parcels Application

### General Requirements and Information

The parcel combination must be requested by the owner of record. All parcels to be combined must be contiguous, have the same ownership, vesting, and Tax Area Codes. The parcels to be combined must be described in the legal description of the current deed of record as *one-parcel*. These requirements will be checked during the review process. Please ask our assistance to review new documents for accuracy *before* they are recorded. Our staff cannot give legal advice. Please note: the Recorder accepts only original acknowledged documents.

Applications require a \$100 non-refundable filing fee. This fee does not include recording fees for the survey, or documents needed to correct the legal description, ownership, and vesting of the requested combined parcels. A recorded survey or subdivision plat demarcating the property boundaries of all parcels to be combined is required. Please confirm with the Assessor Cartography Division if a recorded survey or plat has already been recorded and that the parcels may be combined *before* obtaining a survey. *Surveys must have a Registered Land Surveyor stamp.*

In most cases the combination is reviewed the same day the completed application is received, but it can take up to 30 working days to completely process the parcel combination. Parcel numbers are **not** issued on the day the application is submitted. The Assessor's Office reserves the right to place this application on hold if, during the review process, the information provided is found to be inaccurate or incomplete. The applicant will be notified if the application is placed on hold. **Applications will be returned if Part A and Part B, at minimum, are not completed.**

Arizona Revised Statute 42-15058 allows assessment of contiguous properties owned by the same person. If two or more contiguous lots, tracts of land or patented mines are owned by the same person, they may be jointly assessed and one valuation may be determined for the whole.

When parcel boundaries are changed, the Assessor is required to assign a new parcel number in a **future** valuation year, according to statutory requirements and Arizona Department of Revenue guidelines. The first valuation year of the new parcel will be noted on the reverse side of this application for your records.

### Instructions

**Note:** *It is the responsibility of the applicant to submit a completed application (Parts A and B) **before** submission. For any questions or assistance, please call 520-866-6361 and ask for the **Cartography Division**.*

Read and complete **Part A**. This must be signed and notarized by all lawful owners of the subject property listed on the deed. If the Applicant is the authorized Agent of an entity owner of the subject property, the Applicant must provide documents which authorize the Agent/Agency to act on the owners behalf.

**Part B** must be hand-submitted to the Pinal County Treasurer's Office for completion. Any delinquencies **MUST** be paid before the combination will be approved. It is highly recommended that property owners review the proposed parcel combination with county or city/town development services to determine if the parcel combination conforms to land use requirements, zoning, codes, ordinances, etc., for the ability to receive a permit *before* submission of this application. The Assessor does NOT review parcel combinations for Land Use issues. **If the parcels are located outside the boundary of an incorporated community, the county's Community Development Lot Combination application may be required.**

Once Part A and Part B are completed, please submit the completed application by mail or hand-delivery to the Assessor Cartography Division with a check payable to "Pinal County." Cash is accepted in-office, but the Assessor's Office cannot process credit card transactions. If hand-delivered, the parcel combination requirements will be reviewed at the time of submittal. The processing of the application, assignment of the parcel number, and mapping will take up to 30 days.

Please initial that you have read and understand the above \_\_\_\_\_

# PART A

AFFIX ASSESSOR LABEL HERE

Assessor Parcel Combination ID No: \_\_\_\_\_

## THE FOLLOWING INFORMATION IS TO BE FILLED OUT BY APPLICANT AND OWNER

Notarized Property Owner signature(s) required. This part must be completed *before* Part B.

ALL ASSESSOR PARCEL NUMBERS TO BE COMBINED: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

MESSAGE PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**ACKNOWLEDGEMENTS:** I am in compliance with ARS/42-15058 with regard to land combinations.

Signature of Property Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

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

Printed Name of Property Owner(s): \_\_\_\_\_

State of Arizona

County of Pinal

The foregoing instrument was acknowledged before me this \_\_\_\_\_ by \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Notary

# PART B **Complete before** submitting application to the Assessor's Office for review.

**TO BE COMPLETED BY THE PINAL COUNTY TREASURER'S OFFICE**—Delinquencies **MUST** be paid for approval.

**Treasurer's Office:** A. \_\_\_\_\_ (And prior) Amount Due: \$ \_\_\_\_\_ B. \_\_\_\_\_ Property Taxes Due: \$ \_\_\_\_\_  
YEAR YEAR

COMMENTS: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ EXTENSION: \_\_\_\_\_

### County/City/Town Development Services:

COMMENTS: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ EXTENSION: \_\_\_\_\_

## Assessor's Office Review — TO BE COMPLETED BY ASSESSOR'S OFFICE

PLEASE NOTE: THIS PARCEL COMBINATION IS SCHEDULED TO BE ADDED TO THE **20** VALUATION YEAR.

INITIAL	CHECK LIST	NOTES
	RECORDED LEGAL DESCRIPTION DESCRIBING ONE PARCEL OWNERSHIP IS SAME ON ALL PARCELS TO BE COMBINED VESTING IS CORRECT FOR COMBINING SUBJECT PARCELS	
	SURVEY OR PLAT HAS ALL APPLICABLE INFORMATION NEEDED FOR COMBINATION	
	TAX AREA CODES ARE THE SAME FOR SUBJECT PARCELS	
	\$100.00 FILING FEE RECEIVED AND DEPOSITED WITH THE TREASURER'S OFFICE	

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ EXTENSION: \_\_\_\_\_

PROCESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ EXTENSION: \_\_\_\_\_

Comments or special instructions: \_\_\_\_\_