

Policies and Procedures for Splitting and Combining Real property in Douglas County

(Note: Planning and Zoning and GIS must approve all parcels before they are split or combined.)

- To begin the process a request form to change property is completed by the appraisal staff, and signed by the property owner. The Appraisal Department will gather property record cards, an aerial map and request form for Planning & Zoning's (P&Z) use.
- The property owner will go to P& Z for a review for the property change. Contacts: Planning & Zoning- 678-838-2060-Tracy Rye or Celia White –Appraisal Dept.-770-920-7232
- The property owner will get a survey done showing the change to property and then the owner will take survey to P&Z to be reviewed.
- If approved, four original copies of the survey stamped by surveyor should be taken to the Senior Planner in P&Z for approval before being recorded. The signed surveys then should be taken back to the surveyor to be put onto a disc. Then return with surveys and disc to Clerk of Superior Court's office for recording along with new deeds referencing new survey(s) plat book and page number(s).
- After the survey is approved by P&Z, it is the property owner's responsibility to have a new deed drafted to reflect the new survey. This new deed should be recorded with the office of the Clerk of Superior Court.
- The property will be changed after the deed work and survey completes its process and has been approved by P& Z, GIS Mapping Department and Appraisal Departments.
- Note- All parcels must be held in exactly the same name (s). If parcels are not in the same name, a deed must be filed for title to match names on all property records before the property can be combined.
- The legal description to combine property on a deed must be one continuous description (multiple tract descriptions will not be accepted to combine parcels).
 - If no survey is found, a letter is sent to the owner requesting the most recent survey to be filed with P&Z within 30 days. P&Z reserves the right to request a survey for any parcel split or combination.
 - If no survey is recorded, the request becomes void.

Requests to split or combine parcels must be recorded by January 1st in order to be considered for the current digest year. All requests made after January 1st will be considered for the following digest year.

Recorded deeds and surveys must be recorded in the Clerk's office on or before January 1st to be considered for that tax year. All deeds and surveys received after January 1st will be considered for the following tax year. Unrecorded surveys will not be accepted and are not retroactive.

Outstanding taxes must be paid before any new split or combine can be approved

Corrective deeds should be filed to correct a clerical error only. If a request to combine or split property is filed with a corrective deed, there should be no additional acreage described in the corrective deed. If an additional acreage is added to the corrective deed, the Board of Assessors will construe the corrective deed as a new deed. The request will be accepted for the following Digest year.

NOTE: PLANNING & ZONING AND GIS MUST APPROVE ALL PARCELS BEFORE THEY ARE SPLIT OR COMBINED

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