



# APPLICATION FOR MERGERS OR APPORTIONMENTS

## SECTION A: PROPERTY INFORMATION

Borough: \_\_\_\_\_ Block: \_\_\_\_\_ Present Lot(s): \_\_\_\_\_

Merger       Apportionment      Number of Lots Requested \_\_\_\_\_

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

New Lot Number: \_\_\_\_\_

New Lot(s) Usage (check one)       Residential Building Gross Sq/Ft: \_\_\_\_\_       Commercial Building Gross Sq/Ft: \_\_\_\_\_       Mix (Residential & Commercial) Building Gross Sq/Ft: \_\_\_\_\_

Property  
1. Owner's Name: \_\_\_\_\_  
LAST NAME FIRST NAME

Property  
2. Address: \_\_\_\_\_  
NUMBER AND STREET CITY STATE ZIP CODE

## SECTION B: APPLICANT INFORMATION

1. Architect/Engineer/Applicant's Name: \_\_\_\_\_  
LAST NAME FIRST NAME

2. Address: \_\_\_\_\_  
NUMBER AND STREET CITY STATE ZIP CODE

3. Telephone Number: \_\_\_\_\_ 4. Email Address: \_\_\_\_\_

## SECTION C: CERTIFICATION

*The applicant hereby certifies that, in making this application for merger/apportionment, s/he is the owner, or acting under the direction of the owner.*

Signature of Architect/ Engineer/Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**TAX MAP CHANGE WILL NOT BE MADE UNTIL PRESENTATION OF REQUIRED DOCUMENTS (see reverse for the required documents)**

**DRAW SKETCH TO SCALE 1" = 50', IF POSSIBLE INDICATE NORTH ARROW**

(Architect or Engineer's seal)

Tax Map Office Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Lot(s) Dropped: \_\_\_\_\_ Lot(s) Affected: \_\_\_\_\_ New Lot(s): \_\_\_\_\_



## REQUIREMENTS FOR TAX MAP UPDATES

### THE FOLLOWING DOCUMENTS ARE REQUIRED FOR LOT APPORTIONMENTS:

#### NEW BUILDINGS:

- Completed application for Mergers or Apportionments
- Final survey prepared by a licensed Land Surveyor, which must include square footage
- Zoning approval from the Department of Buildings (PW1)
- Outstanding taxes, charges or tax liens for prior tax years must be satisfied.  
Real estate taxes for the current year must be up-to-date.
- Deed on record showing property ownership
- Payment of fees

#### ALTERATION ON EXISTING BUILDINGS AND VACANT LAND:

- Completed application for Mergers or Apportionments
- Zoning approval from the Department of Buildings (PW1) for alteration on existing buildings, not required for vacant land.
- Survey for alteration on existing building
- Outstanding taxes, charges or tax liens for prior tax years must be satisfied.  
Real estate taxes for the current year must be up-to-date.
- Deed on record showing property ownership
- Payment of fees

#### LOT MERGERS:\*

- Completed application for Merger
- Deed on record showing common ownership. (If the deed lacks a metes and bounds description but refers only to a filed map, please provide a current metes and bounds description, prepared by a licensed surveyor.)
- Outstanding taxes, charges or tax liens for prior tax years must be satisfied.  
Real estate taxes for the current year must be up-to-date.
- Payment of fees

\*Merging of exempt parcels with non-exempt parcels is not allowed.

#### NEW LOT ASSIGNMENT AND FEES:

- The Tax Map Office now issues new lot numbers for all apportionments, including condominiums, in a one step process (eliminating the assignment of “tentative” and “final” lots). Effective June 1, 2009, Finance collects a single fee for the new lot number, payable at the time of the initial request.
- Tax map certification:       \$10.00