



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). Finance collects a single fee (\$73) for each new lot number, payable at the time of the initial request.
- Tax map certification: \$10.00