



PAMELA J. PEARSALL, ASSESSOR
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1015 FAIR STREET, PRESCOTT – PHONE 928.771.3220 – FAX 928.771.3181
 10 S. 6TH STREET, COTTONWOOD – PHONE 928.639.8121 – FAX

Guidelines for Combinations of Parcels

1. The names of the individuals holding title on each parcel must match exactly.
2. The type of ownership on the titles must be the same. Example: either the owners hold all parcels in joint tenancy, community property, or any other type of estate or interest. If being held as tenants in common, all owners must sign. If held as a trust, owners must sign as trustees of said trust.
3. The tax districts of these parcels must be the same.
4. You must have approval from the City or Town Planning & Zoning department if you live in an incorporated area. If you are in the county, the County Planning & Zoning will approve.
5. If one parcel is a lot parcel and one is a metes and bounds parcel, a letter from the homeowner's association of the subdivision approving the combination is required.
6. If the lots are from different subdivisions, letters from each homeowner's association approving the combination is required.
7. Parcels that have open agreements may be combined. If there is an agreement, both vendor and vendee must be exactly the same on all parcels, and a letter of approval must be submitted from the vendor. Example: Cattleman's Agreements
8. Parcels that are non-contiguous or separated by dedicated rights-of-way cannot be combined.
9. Owners must sign an agent authorization form if an agent is to act on their behalf.
10. Recently recorded transfers must have a conformed copy attached to the request. This does not apply to current existing parcels.
11. Property taxes must be paid in full prior to existing parcels being deleted from the tax roll.

ASSESSOR'S OFFICE ONLY

Reference: Parcel Number

This combination was rejected because it did not meet the criteria above. Please refer to item #

Signature of Title Officer

Date



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REQUEST FORM TO COMBINE PARCELS

I hereby request that the parcels listed below be combined into a single parcel for tax year _____.

***This request will not be processed unless you:**

1. Obtain all approvals with city and county entities.
2. Have identical ownership on the parcels to be combined.

Parcel Number(s)	Residential	Vacant	Agricultural	Commercial	Acreage
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Will the result of this combination be used to request a permit? Yes No

OWNER'S SIGNATURE _____ Date _____ OWNER'S SIGNATURE _____ Date _____

PRINTED NAME (OWNER) _____ Date _____ AGENT* _____ Date _____

*Authorization form must be attached

Phone Number _____ email _____ Agent Phone Number _____

***NOTE:**

IF THERE IS AN ENCUMBRANCE OR DEED OF TRUST ON ANY OF THE PARCELS BEING COMBINED, IT IS YOUR RESPONSIBILITY TO NOTIFY THE LENDING INSTITUTION OF THIS CHANGE IN THE EVENT THEY ARE IMPOUNDING MONIES FOR PAYMENT OF TAXES. THIS FORM WILL NOT CHANGE ANY PREVIOUSLY RECORDED DOCUMENTS' LEGAL DESCRIPTIONS.

By signing this request you understand the original parcel numbers will have taxes due for _____. The new parcel number assigned will not have a tax bill until the _____ tax year. _____ initial

PLANNING & ZONING CITY OR COUNTY _____ APPROVALS: _____ Date _____
 You must contact P&Z

CHECKLIST FOR ASSESSOR'S OFFICE ONLY

<input type="checkbox"/> Names match exactly on parcels	Section _____ Township _____ Range _____
<input type="checkbox"/> Ownership type matches on parcels	Subdivision _____
<input type="checkbox"/> Tax districts match on parcels _____ TAC	<input type="checkbox"/> Request form signed by owner
<input type="checkbox"/> Parcels are contiguous	<input type="checkbox"/> If agent, agent authorization form
<input type="checkbox"/> ALL Taxes must be paid in full prior to approval	Date of approval/Initials _____

CARTOGRAPHER'S USE ONLY

New Parcel Number: _____

Locator Attached

Revised 6/27/12