

INSTRUCTIONS FOR THE NAVAJO COUNTY LAND COMBINATION REQUEST FORM

This form is designed to provide the information needed by the various departments to efficiently process your land rearrangement.

General Information

The parcels to be rearranged must have:

1. Same Tax Area
2. Zoned the same
3. Property taxes paid in full

All tax liability must be paid in full before a property can be split or combined

This request will **NOT** be processed if you fail to obtain all approvals or if properties to be combined are not the exact identical ownership per Assessor tax records. (All properties involved must be of identical ownership, according to the tax records. This form does not convey title.)

If there is an encumbrance or deed of trust on any of the parcels being split or combined, it is your responsibility to notify the lending institution of this change in the event they are impounding monies for the payment of taxes.

A survey showing original and new parcels, easements and Right of Ways for legal and physical access including recording information, on, through or adjoining subject properties and improvements may be included or recorded separately as a reference. Physical access is within the boundaries of the legal access and is accessible by a two-wheel drive car. Surveys do not split the property.

Extra pages for any of the information requested can be attached. Clearly identify what the attachment is.

Processed for Tax Year

This portion is filled in by the Assessor's Office representative. When property boundaries are changed, the Assessor is required to assign a new parcel number in a future valuation year according to statutory and constitutional requirements. This is done so the property owner can be notified of the parcel value and given an opportunity to appeal that value. It is the owners' responsibility to see that the taxes are paid on the original parcels up to the valuation year of the new parcels. The valuation year will be noted on the application for your records.

Parcel Numbers

List the Assessor parcel numbers being combined. Mark the parcels' current usage; residential, vacant, agricultural, commercial or rental.

The parcels cannot be part of a horizontal regime or condominium unless the subdivision plat is amended.

Agricultural Valuation

All agricultural valuations will be removed. If the owner intends to re-qualify for an agricultural valuation, then **all new documents and applications are required to be submitted**. The information will be reviewed by the Assessor's office and a decision sent on whether it qualifies.

APPROVAL AND SIGNATURES

Your application will be reviewed by various government offices.

Owner Signatures

Sign and print the owners name **EXACTLY** the way it is on the current deed. If the owner of record is a corporation, trust or estate then the Agent for Owner must provide affiliation documentation.

"EXACTLY the way it is on the current deed" means that and no variations.

John Smith is not the same as John A. Smith

John Smith is not the same as John Smith Jr.

John Smith is not the same as John Smith and Jane Smith

John Smith is not the same as John Smith and Jane Doe

John Smith is not the same as John Smith Company

John Smith is not the same as John Smith Trust

Provide a contact mailing address, daytime phone number and / or an email address.

CURRENT parcels

Provide Assessor's parcel number, street address, tax area, county zone, and existing access and utility easements. The tax area code and county zone can be found from the Navajo county parcel search. Additional parent parcels may be described by attaching sheets continuing the number sequence and in the same format.

Dedication of proposed easements must occur through a separate instrument.

Fees

The processing fee of a two-parcel combination or split is \$200, then \$50 for each additional parcel. Payment needs to be made out to the "**Navajo County Assessor's Office**".

Payment Options

Payment can be sent with the form using cash, check, or money order; or by debit/credit card after the form is approved **do not put your card information on the form**. Please send payment(s) to:

Navajo County Assessor's Office

P.O. Box 668

Holbrook, AZ 86025

Navajo County Land Combination Request Form

This request will NOT be processed if you fail to obtain all approvals or if properties to be combined are not the exact identical ownership per Assessor tax records. This form does not convey title.

As the OWNER of RECORD, you are hereby authorized to Combine:

Parcel Number	Residential	Vacant	Agricultural	Commercial	Rental
	<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"/>	<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"/>

check appropriate usage

Approval and Signatures

Department	Signature	Date
City Planning & Zoning or County Community Development		
Treasurer's Office		

Owners of Parent Parcel (per Assessor records)

Print Name	Additional Details
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Owner Signatures	Date	Owner Signatures	Date



Owner Address _____

Owner Email _____ **Phone** _____

Assessor Rep Signature _____ **Date** _____

Payment Received _____