



# Instructions and FAQ for Combining Parcels

## 1. When can parcels be combined?

- a. Parcels can be combined for tax purposes during the Taxpayers Real Property Return Time which is January 1<sup>st</sup> – April 1<sup>st</sup> of each year. Parcels can also be combined each year during the 45 day Appeal Period which is listed on your Annual Notice of Assessment.
- b. You must come to the ASSESSOR'S OFFICE, located at 1 Broad Street, Suite 104 Ellijay, GA 30540, to have your parcels combined. Having the new survey recorded in the Clerk's Office by your surveyor will NOT combine your parcels.
- c. If you miss either of these deadlines, you will need to wait until the following year to apply to have your parcels combined.

## 2. What criteria must I meet to have my parcels combined?

- a. You must be the January 1<sup>st</sup> owner of ALL parcels.
- b. Ownership on all parcels must be an EXACT match. (For example: If John and Mary Smith own one parcel and only John Smith owns the other parcel it is NOT a match. John Smith Jr. owns one parcel and John Smith owns the other parcel it is also NOT a match.) Please contact the Assessor's Office at 706-276-2742 if you have questions regarding ownership.
- c. Zoning must be an EXACT match.
- d. Parcels must be contiguous. (If parcels are separated by water or a road they CAN still be combined.)

## 3. My parcels are in a subdivision, can I combine them?

- a. If your parcel is considered to be in a subdivision (either by the Planning & Zoning Office or per the property description on your deed), the Board of Assessor's policy requires you to have a NEW survey done for a combination.
- b. The new survey must show no line between the properties being combined.
- c. The survey must be done prior to coming in to apply for the combination and you must have a copy of the new survey with you when you fill out the application.
- d. If you are unsure if you are in a subdivision, please contact the Assessor's Office at 706-276-2742 and the Planning and Zoning Office at 706-635-3406 to find out.

## 4. My parcels are not in a subdivision, can I combine them?

- a. If your parcels are not in a subdivision per either office, are not under a Conservation Use Covenant and meet ALL other required criteria, they can be combined without a new survey.
- b. You will come to the Assessor's Office first, fill out an application and take it over to the Planning and Zoning Office to be approved and signed.
- c. Return the signed application to the Assessor's Office to complete the application process. (NOTE: It will take several months for qPublic to update and show the combined parcels online.)

## 5. One or more of my parcels are under Conservation, can I combine them?

- a. If your parcels are in a Conservation Use Covenant you MUST speak with our Conservation Administrator FIRST. Conservation properties have additional criteria that must be met when applying to combine parcels.

## 6. Additional Information:

- a. Be sure to discuss with Planning and Zoning the policy/requirements for splitting parcels in the event you want to have the parcels separated again in the future.
- b. If zoning does not match on your parcels please contact the Planning and Zoning Office at 706-635-3406.