



**WAUPACA COUNTY**

**REQUEST TO COMBINE PARCELS**

PRELIMINARY CHECK LIST

Name of the owner as it appears on the tax bill: \_\_\_\_\_

Telephone number during normal working hours: \_\_\_\_\_

Owner's current mailing address: \_\_\_\_\_  
\_\_\_\_\_

Tax parcel number of those parcels you wish to combine. (The tax parcel number can be obtained from the tax bill):

Parcel numbers: \_\_\_\_\_

Reason for request: \_\_\_\_\_

**COMBINING OR SPLITTING PARCELS MAY AFFECT THE WAY THE NEW PARCEL IS VIEWED BY DIFFERENT AGENCIES. ANY EFFECTS OF COMBINING PARCELS ARE THE OWNER'S RESPONSIBILITY.**

**Parcels may be combined provided:**

**Check off if complete**

- 1. They are contiguous and located within the same section, town, range, and municipality,
- 2. The ownership on the parcels is the same,
- 3. There are no delinquent taxes due on any of the parcels,
- 4. The owner of the property signs this request,
- 5. The local assessor signs this request,
- 6. The Waupaca County Zoning Office signs this request, if located within a township.  
A signature of a city or village zoning official if located within a city or village.
- 7. The lot does not exceed maximum residential lot sizes, if applicable.
- 8. Parcels cannot be combined if they are in separate zoning districts. A zone change would be required.
- 9. The properties lie within the same taxing jurisdictions, example: school, lake, sanitary, fire and TIF districts, etc.,
- 10. None of the parcels are owned under an unfulfilled land contract,
- 11. Submitted to the Waupaca County Highway Department by email for their review.

The Property Listing Office reserves the right to deny any request for combinations at its discretion. If the request is denied, the owner will be notified. **Combinations requested in the current year will appear on the following years assessment roll and tax bill. Return this completed form to the Waupaca County Property Listing Office, at 811 Harding Street, Waupaca, WI 54981.**

_____	_____	_____
Owner	Assessor	County or Local Zoning Official
_____	_____	_____
Date of Signature	Date of Signature	Date of Signature

**DO NOT FILL IN BELOW THIS LINE.**

**For the use of the Property Listing Department.**

Date request was received: \_\_\_\_\_

Date request was acted on: \_\_\_\_\_

Date request was denied & why: \_\_\_\_\_