



CLAY COUNTY ASSESSOR'S OFFICE

1 Courthouse Square
Liberty, MO 64068-2390
Telephone 816/407-3500
FAX 816/407-3501

Tracy Baldwin, Clay County Assessor

Tax Parcel Split/Merge Request Form

PLEASE PRINT -- PLEASE USE A SEPARATE FORM FOR EACH REQUEST

Because of the timing of the tax year and when assessed values must be certified so that tax rates may be set, Split/Merge Requests received after May 1st will be processed the following calendar year. Approval of both parcel splits and mergers is at the discretion of the Assessor. Legal Descriptions should be obtained from a surveyor or previously surveyed description accurately describing land recorded in the Recorder of Deeds office.

*I acknowledge this form is for **tax assessment and billing use only**, and I will contact the appropriate Planning & Zoning office for their separate requirements to split/merge properties.*

Owner Name: _____

Location (Situs) Address of Real Estate: _____

SPLIT REQUEST: Must have accurate Legal Description for each new parcel

Parcel Number: _____
(Property Account Number)

Reason: _____

Full Legal Descriptions: _____
(attach pages as necessary) _____

OR

MERGE REQUEST: Parcels to be combined must lie within the same section and within the same taxing district. Parcels to be merged **MUST** share the exact same record owner, mailing address and be geographically connected.

Parcel Numbers: _____

Full Legal Descriptions: _____
(attach pages as necessary) _____

Print Name: _____

Daytime Phone: _____ **Second Phone:** _____

Email Address: _____

Date: _____ **Signature:** _____

PLEASE COMPLETE THIS FORM, AND
WHEN COMPLETED SUBMIT VIA:
DROP OFF, EMAIL, MAIL OR FAX:

CLAY COUNTY GIS/MAPPING
234 W. SHRADER ST. STE. D
LIBERTY, MO 64068

816-407-3370/FAX: 816-407-3371
gis@claycountymo.gov

Date Received: _____