



# Request for Tax Parcel Division and/or Consolidation

## KANE COUNTY ASSESSMENT OFFICE

719 South Batavia Avenue, Building C  
Geneva, Illinois 60134-3000  
(630) 208-3818

### REQUEST FOR TAX YEAR ( \_\_\_\_\_ )

I hereby request the Kane County Supervisor of Assessments to reconfigure the tax parcel boundaries of the property represented by the following permanent index number(s), by consolidating and/or dividing the property to be listed as ( \_\_\_\_\_ ) new parcels. Use additional pages if necessary to list the existing parcels and the new parcel(s) legal description(s)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### NEW TAX PARCEL INFORMATION (Please Print)

Requester's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ email \_\_\_\_\_

I hereby certify that I am the owner, trustee, or person having power of attorney for the owner of the above listed parcels. All owners or their representatives must sign.

Requester's Signature \_\_\_\_\_ Date \_\_\_\_\_

Do you want to be contacted when the new tax parcels are available? YES or NO

Contact phone number or email address  
\_\_\_\_\_

**Please see the next page for important information regarding Tax Parcel Divisions**

## **Requirements for Filing**

1. Creating a tax parcel does not guarantee that the parcel may be built upon or improved due to local permitting requirements.
2. Divisions can not be processed until both installments of all current tax payments are paid in full.
3. Divisions or consolidations can not be processed until all previous tax payments are paid in full.
4. Ownership must be identical for all parcels to be consolidated.
5. All parcels to be consolidated must have the same tax code.
6. All parcels to be consolidated must be adjacent.
7. All requests received after August 31st. will be processed for the following tax year.
8. A survey is required for all requests that involve legal descriptions with vertical elevations.
9. This request form cannot be used to make changes to a condominium. An amendment may have to be adopted and filed with the Recorder of Deeds.
10. Please include property location information for each new tract if available.
11. If the property is in trust, the trustee must sign the request.

If you have questions, please contact:  
The Kane County Supervisor of Assessments Office  
Mapping Department  
719 S Batavia Ave – Building “C”  
Geneva, Illinois 60134  
Phone: (630) 208-3818  
Fax: (630) 208-3824  
<http://www.co.kane.il.us/soa/index.htm>

Please note that the informal County administrative review suggested herein is performed