



**Chief County Assessment Office
Mapping Division**
18 N. County St – 7th Floor
Waukegan, IL 60085
Phone 847.377.2373
Email maps@lakecountyil.gov

IMPORTANT INFORMATION ABOUT DIVIDING YOUR PROPERTY FOR TAX PURPOSES

A parcel owner may wish to divide a parcel into two or more new parcels, for tax purposes. This procedure is available through the Mapping Division of the Chief County Assessment Office. Note that as a result of creating a parcel division for tax purposes, you MAY create parcels which MIGHT not meet the local or county requirements for the improvement of that parcel. The resulting burden on the parcel owner might be avoided through simple administrative review by all applicable permitting agencies or departments prior to the creation of a tax parcel.

If your property is in unincorporated Lake County, you can call the Lake County Planning, Building and Development Department at 847 377-2600 for such a review at no charge.

Please note that the informal County administrative review suggested herein is performed as a courtesy only and is not intended and should not be interpreted to create or cause the vesting of any property rights. Nor does the suggested County review relieve a landowner from complying with all applicable local development regulations and obtaining all required permits and approvals prior to development or improvement of land.

If your property is within a city or village, you can contact the municipal department responsible for building permits to discuss their local requirements.

- **IMPORTANT INFORMATION ABOUT CONSOLIDATING YOUR PROPERTY FOR TAX PURPOSES**

Property must meet the following, in order to qualify for a consolidation request

- Parcels must be contiguous with each other
- Parcels must be owned in the same manner
- Parcels must be in the same tax code

Please Note:

Page 3 of this request, must be filled out by the County Clerk's office, and submitted along with the request for either a division or consolidation.



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REQUEST FOR CONSOLIDATION OR DIVISION OF TAX PARCELS

Date: _____

Request for a **consolidation** of the following Permanent Index Numbers (PIN)

Request for a **division** of property for tax purposes.

The following Permanent Index Number (PIN) involved as underlying land for this division is:

The legal description on the part being divided out is:

Note: If necessary, use the reverse side for a continuation of the legal description or attach on a separate sheet. A plat of survey with a legal is acceptable. If more than one new tax parcel is being created from the same underlying land, attach information regarding the legal description, taxpayer and property location on a separate sheet for each additional parcel.

NEW TAX PARCEL INFORMATION

Taxpayer Name: _____

Taxpayer Address: _____

Property Location

Address: _____

SIGNATURE REQUIRED TO PROCESS REQUEST

Owner or Authorized Party: _____

Address: _____

Phone: _____ Email: _____

Note: Consolidations or divisions will be done for the tax year following the date of the request or the date the request is received by this office.

COUNTY CLERK'S CERTIFICATE

RE PINs (list all): _____

STATE OF ILLINOIS

COUNTY OF LAKE

The Lake County Clerk's Office hereby certifies that there are no delinquent general taxes, unpaid current general taxes, delinquent special assessments or unpaid current special assessments against any of the land included in the described property on the above Request for Consolidation or Division of Tax Parcels Form.

Given under my hand and seal of the County Clerk of Lake County, Illinois.

This _____ day of _____, A.D. 20____.

Lake County Clerk or Deputy County Clerk