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## **Parcel Combination Instructions**

Dear Applicant,

The parcels you want to combine must meet all of the following criteria:

- 1. The parcels must have identical ownership.**
  - Names must be exact matches. No variations will be accepted.
  - The proportion owned by each title holder must be identical.
- 2. The parcels must be contiguous.**
  - That is, they must be next to each other/share a boundary.
- 3. The parcels must be in the same taxing district.**
  - If the first three digits of each parcel number are identical, then they are all in the same taxing district.
- 4. The parcels must not be condos.**
  - If you're intending to combine condos, the Auditor's Office recommends you reach out to your condo association first, as this process is more complex and would likely require their involvement and/or approval.
  - If you have additional questions, please reach out to the Auditor's Condos & Plats Specialist with questions on this process at (614) 525-5071.

**Please also make sure to verify with the appropriate city, village, township, and/or county zoning enforcement to ensure no violations arise when combining your parcels.**

If your parcels meet all of the above requirements and you would like to move forward with combining them, please submit the following items to the Auditor's Transfer and Conveyance Department:

- 1. The attached, original, filled-out Parcel Combination Form**
  - No need to include these instructions.
- 2. An original, wet-signed-and-notarized Affidavit of Parcel Combination**
  - A template for this affidavit is available as a courtesy on the Auditor's website in the Form Center.
- 3. Fees to record the Affidavit of Parcel Combination**
  - The fee is based upon the number of pages in the affidavit. Please reach out to the Franklin County Recorder's Office to confirm the amount owed.
- 4. If mailing your submission:**
  - A self-addressed and stamped envelope or an additional \$1 for the Recorder's Office for postage to return your recorded affidavit
  - Please include your contact information, should any questions arise that can be resolved quickly over email/phone.



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**Please allow a minimum of 5 business days from receiving your request to process.**

While it typically does not take long to process requests (a 1-2 business day turnaround is the goal), turnaround times can vary depending on volume and if your legal description requires additional Engineer approval.

While the combination will be effective for most intents and purposes immediately, **please be aware that the combination will not be effective for tax purposes until the following year, which is payable the year after that.** For example, any combinations done in 2026 will be effective for 2027, payable 2028. Therefore, you will continue to get separate tax bills until the payable year, when your tax bill will finally reflect the combination.

**NOTE OF CAUTION: Combining parcels is much easier than splitting/separating parcels, which can be time-consuming and costly. If you are unsure how this will affect your future property valuations, it is strongly recommended you contact a licensed appraiser, real estate attorney, or title company.**

Respectfully,

**Evan Fuller, Splits & Combinations Specialist**

Transfer & Conveyance Department

Franklin County Auditor's Office

373 S. High St., 19<sup>th</sup> Floor

Columbus, OH 43215

Direct Phone: (614) 525-3632

Transfer & Conveyance Dept. Phone: (614) 525-3253



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## Parcel Combination Form

Requester: \_\_\_\_\_ Date: \_\_\_\_\_

1. Parcel numbers to be combined: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Current property owner(s): \_\_\_\_\_

3. Is there a home or other structure on any of the above-listed parcels?  Yes  No  
If so, which parcel(s)? \_\_\_\_\_

4. Do you have a preference which parcel number to retain? (The rest will be retired.)  
 Yes, I'll write it in below.  No, I'll let the Auditor's Office choose.

Parcel number to be retained: \_\_\_\_\_

5. What is the reason for combining the above-listed parcels?

I want one tax bill.

This is required for a building permit.

This is a planning commission requirement.

Other: \_\_\_\_\_

**I, the above-named requester, have included with this form an original signed and notarized Affidavit of Parcel Combination to be recorded with the Franklin County Recorder's Office and the corresponding recording fees that I verified with said office.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact (phone/email): \_\_\_\_\_

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### For Auditor's Office Use Only

Date Stamped: \_\_\_\_\_ Conveyance No.: \_\_\_\_\_

File No.: \_\_\_\_\_ Split No.: \_\_\_\_\_ Processed by: \_\_\_\_\_

**Affidavit of Parcel Combination by Owner**

[Pursuant to the Franklin County Conveyance Standards, O.R.C. Section 319. 203 & 5301.252]

State of Ohio  
County of Franklin

\_\_\_\_\_, Affiant, deposes and states:

- 1. That Affiant is an owner of the real property **described in the attached exhibit(s)** (“the Parcels”);
- 2. That Affiant desires to combine the Parcels into a single tax parcel;
- 3. That the Parcels have identical ownership, are contiguous, are in the same taxing district, and are not condominium units;
- 4. That Affiant has verified with the appropriate city, village, township, and/or county zoning enforcement that combining the Parcels will not result in a zoning violation;
- 5. That the purpose of this affidavit is to instruct the Franklin County Auditor to combine the Parcels into a single tax parcel and to make it known in the public record of the Franklin County Recorder’s Office that the parcels have been combined into the following parcel number:

\_\_\_\_\_  
(Parcel number to be retained)

- 6. That if Affiant does not list a parcel number in the above blank, Affiant gives a member of the Franklin County Auditor’s Office authority to choose the parcel number to be retained and write it in the above blank.

\_\_\_\_\_  
Signature of Affiant

Sworn to or affirmed and subscribed before me by \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

**\*\* This affidavit is provided as a courtesy and is not intended to act as legal advice or as substitution for seeking legal counsel. \*\***

## For Your Attached Exhibit(s): How to Find the Legal Description and Property Information

In your attached exhibit(s), you must include the following for each property/parcel:

1. **Legal Description**
2. **Prior Instrument Reference**
3. **Parcel Number**
4. **Site Address (AKA Property Address)**

### Legal Description and Prior Instrument Reference

You can find the legal description and prior instrument reference on the most recent deed. You can find said deed by searching the name of the property owner on the Recorder's website at the following link: <https://franklin.oh.publicsearch.us/>

The legal description should start with: "Situated in the State of Ohio, County of Franklin, and in the City/Village/Township of \_\_\_\_\_".

The prior instrument reference is the unique number assigned by the Recorder's Office to the last deed of record. Nowadays, this would be a 15-digit instrument number, but old records may have an official record volume, e.g., "10234G08", or even a deed book and page number.

### Parcel Number and Site Address

You can find the parcel number and site address by searching the property owner's name (last name first) in the Property Search tool on our website at the following link:

<https://property.franklincountyauditor.com/web/search/commonsearch.aspx?mode=owner>

For vacant land that doesn't have a site address assigned by the municipality, use the nearest street and either "0" as the address number or "Vacant land near" in lieu of an address number.

### Sample Exhibit

Below is an example of an exhibit that would be attached to this affidavit:

Situated in the State of Ohio, County of Franklin, and in the City of Columbus:

Being Lot Number Four Hundred Ten (410) in JOHN SMITH'S CLEARLAKE SUBDIVISION, as the same is numbered and delineated upon the recorded plat thereof, of record in Plat Book 57, Page 112, Recorder's Office, Franklin County, Ohio.

Parcel Number: 010-987654-00

Property Address: 3251 Periwinkle Blvd, Columbus, OH 43211

Prior Instrument Reference: Instrument No. 202512250012237

***\*\* This page is for informational purposes only and should not be included with your affidavit when submitting to the Auditor's Office. Please use (a) separate page(s) for your exhibits. \*\****