



Chief County Assessment Office  
Mapping Division  
18 N. County St – 7<sup>th</sup> Floor  
Waukegan, IL 60085  
Phone 847.377.2373  
Email [maps@lakecountyil.gov](mailto:maps@lakecountyil.gov)

**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.

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**NEW TAX PARCEL INFORMATION**

Taxpayer Name: \_\_\_\_\_

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

\_\_\_\_\_

Property Location

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

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**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. **This request is subject to a check for all unpaid 1<sup>st</sup> & 2<sup>nd</sup> installment payment of general taxes and delinquent taxes on any parcels that are listed (please see certificate on page 2). The request will not be acted on until all unpaid 1<sup>st</sup> & 2<sup>nd</sup> installment payment of taxes are paid in full and/or redeemed.**



## **IMPORTANT INFORMATION ABOUT DIVIDING YOUR PROPERTY FOR TAX PURPOSES**

As a result of creating a land division for tax purposes, you MAY create parcels which MIGHT not meet requirements for the improvement of land (building permits.)

**If you wish to divide a parcel in Lake County, please read the following information carefully, in order to protect yourself or your client.**

A parcel owner may wish to divide the parcel into two or more new parcels, for tax purposes. This procedure is available through the Mapping Division of the Chief County Assessment Office. However, if the owner wished to sell one of the resulting parcels at some later date to another party, the parcel in question may not necessarily meet all local development permitting requirements, if the new owner intended to improve the parcel.

Therefore, simply creating a tax parcel through the Mapping Division **does not guarantee** that the parcel may be built upon or improved, due to local permitting requirements. The resulting burden on the landowner 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.