



# Town of Paris

## Assessor's Office

33 Market Square, South Paris, ME 04281

207-743-2501/207-743-6718

[assessor@parismaine.org](mailto:assessor@parismaine.org)

## Procedure for Splitting or Merging Property

We will split or merge your property as long as you supply us with the legal description. Our office will not create or draft property descriptions. The Assessor's Office **STRONGLY** suggests that you contact the Code Enforcement Officer to verify whatever you are asking us to do will meet the current zoning requirements.

In order for us to **merge** property you must meet the following criteria:

- Property **MUST** be contiguous to each other;
- All parcels **MUST** be in the same name, trust or business;
- Parcels **MUST** be in the same taxing district; and
- Person requesting the merge **MUST** be the current owner of the properties.

In order for us to **split** property you need to meet the following criteria:

- Person requesting split **MUST** supply our office with a complete legal description and/or survey of the way the property is to be split out;
- Person requesting the split **MUST** be the current owner of the property; and
- Taxes **MUST** be paid in full.

The entire process can take approximately 1 to 2 weeks depending on what time of year the request is made. Our office realizes that other agencies depend on verification from our office. We will supply a letter from our office confirming the split or merge. The letter will contain the parcel numbers, corresponding legal description of the property, property or E911 address and the name of the person requesting the split or merge.

Please utilize the Split/Merge form and return to our office by mail or email at the above contact information. Blank forms are available in the office or on-line at [www.parismaine.org/departments/assessing-department](http://www.parismaine.org/departments/assessing-department). Please be advised that you should always check back with Code Enforcement for any restrictions that may apply.

Thank you for your cooperation.

Cindy Namer, CMA  
Assessor

**TOWN OF PARIS, MAINE  
ASSESSOR'S OFFICE**

33 Market Square, South Paris, ME 04281 Tel: 207-743-2501

**REQUEST FOR REAL PROPERTY TAX PARCELS TO BE SPLIT OR MERGED**

Please return to the above address or email to [assessor@parismaine.org](mailto:assessor@parismaine.org)

I (We) \_\_\_\_\_ as owner(s) of parcel(s)  
of land in the **Town of Paris**, request that the following parcel(s) of land, be;

PARCEL: \_\_\_\_\_ M/L#: \_\_\_\_\_

PARCEL: \_\_\_\_\_ M/L#: \_\_\_\_\_

Merged and combined into one parcel.

Merged or combined into new parcel(s) pursuant to filed deed(s) or filed survey/subdivision map(s).  
Please provide the file number of the survey/subdivision map(s) or deed(s) as recorded in the Oxford  
County Registry of Deeds. \_\_\_\_\_

Split or subdivided into a total of \_\_\_\_\_ individual tax parcels. Please list the file number(s) for the  
deed(s) or map(s) as recorded in the Oxford County Registry of Deeds. \_\_\_\_\_

**To the Property Owner: Please be advised that the request you make to this office is separate from  
any procedures or requirements set forth in the Town of Paris Ordances, Article 2 Code Enforcement  
Ordinances. Please contact the Code Enforcement Officer to verify that the new lot will meet current  
zoning requirements. This procedure is for the Assessor's Office ONLY.**

**Your property will not be split until the property taxes have been paid in full.**

**SIGNATURE:** \_\_\_\_\_

**CONTACT PHONE #:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**LEGAL DESCRIPTION ATTACHED:**       YES     NO

**TAXES PAID:**     YES     NO                      **DATE PAID:** \_\_\_\_\_

**ASSESSOR'S OFFICE: This section to be completed by the assessor**

\_\_\_\_\_ APPROVED                      \_\_\_\_\_ PENDING                      \_\_\_\_\_ DENIED

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