

GUIDELINES FOR TRANSFERRING, SPLITTING, AND MERGING PARCELS

FOR FURTHER ASSISTANCE CONTACT: GENESEE COUNTY REAL PROPERTY
(585) 344-2550 ext. 2225 or 2219

1. CONVEY AN ENTIRE PARCEL

File a deed from the present owner(s) to the new owner(s).

2. CONVEY PART OF A PARCEL

- a) **If local Planning Board approval is required;** follow any requirements provided by the local Planning Board, which most likely will include the filing of a Land Separation or Subdivision Map. **Once all requirements of the local Planning Board have been satisfied;** file a deed that describes the new parcel to be conveyed to the new owner(s).
- b) **If local Planning Board approval is not required;** file a deed that describes the new parcel to be conveyed to the new owner(s).

3. MERGE TWO OR MORE CONTIGUOUS PARCELS

Parcels can only be merged if they are contiguous and located in the same tax map section, school district, agricultural district, and special districts. If any of these conditions are not met then the parcels cannot be merged. If all of these conditions are met, then:

- a.) **If the ownership is the same for all parcels to be merged;** complete a Parcel Merge Request form, including the Affidavit of Ownership, and submit it to County Real Property along with a check made payable to the Genesee County Clerk for the appropriate filing fees as indicated on the form.
- b.) **If the ownership is not the same for all parcels to be merged;** file a deed for one or more parcels (to make the ownership the same for all parcels) along with a merger statement, as explained in #4 below.

4. ACQUIRE ONE OR MORE PARCELS AND MERGE THEM WITH ONE OR MORE CONTIGUOUS PARCELS ALREADY OWNED:

File a deed from the present owner(s) to the new owner(s), describing the new parcel to be acquired (Parcel A). Add a merger statement to the deed with the deed reference for the parcel that is already owned (Parcel B). An example of an acceptable merger statement is as follows:

“The intent of this deed is to convey Parcel A to the Grantee and also to merge (combine) it with Parcel B which was previously acquired in Liber _____ of Deeds, Page _____.”

A description for the parcel that is already owned can also be added to the deed to help ensure that the correct parcel is being merged. If a description for the currently owned parcel is included, then please include in the merger statement that the description is included for merge purposes only.

PLEASE NOTE: THESE PROCEDURES WILL RESULT IN CHANGES MADE TO THE TAX MAPS AND ASSESSMENT ROLLS AS OF THE FIRST TAXABLE STATUS DATE (MARCH 1st) THAT FOLLOWS THE FILING OF THE DEEDS OR MERGE REQUEST FORMS.