

PROPERTY SPLIT

(SOMETIMES REFERRED TO AS SUBDIVIDING LOTS/PROPERTY)

All property splits must first be approved by the Planning Department.

You may reach them at 864-943-8074 or 864-942-8636

Property splits require a recorded plat to be approved. Sometimes this requires a new plat. Therefore, the Assessor's Office suggests that you discuss this with the Planning Department **before** you proceed so that you are aware of all the requirements and any future implications.

Once you have received approval from the Planning Department a Property Split Form needs to be completed. A copy of this form is in the Planning Department and you can bring the form to the Assessor's Office in Room 109 after you have taken the plat to the Clerk of Court in Room 114 to be recorded. This will insure that we have the information we need to split the property so there is not a **delay** in processing the new property boundaries.

The following statement is on the form:

I understand and agree that Greenwood County is splitting this property at my request. I also understand that doing this may affect my property taxes. If I ever choose to combine these parcels in the future, I will have to comply with all zoning regulations applicable at that time.

This request must be filed with the Assessor's Office along with the plat.

If your Attorney or Surveyor recorded your plat, we still have to have the signed form. It is located on the Assessor page Forms and Documents.

Please return completed form to:

Greenwood County Assessor's Office
528 Monument St. Room 109
Greenwood, SC 29646
Phone #: (864) 942-8537
Fax: (864) 942-8660
Email: assessor@greenwoodsc.gov