



# Real Estate Parcel Consolidation

## Taxpayer Information Guide • Crawford County, PA

The following information is for taxpayers seeking to consolidate contiguous parcels into one property parcel for the purposes of complying with local land use regulations. Please review the information and restrictions below before submitting a Consolidation Application Form.

### You cannot consolidate if:

- The municipality your property is located in does not have a land use regulation (i.e. Subdivision and Land Development Ordinance or Zoning); OR
- Names(s) on deed of parcels sought to be consolidated is/are different (parcels must have exact same name(s) on each parcel); OR
- There are outstanding taxes on any of the parcels sought to be consolidated; OR
- Any of the parcels sought to be consolidated are under abatement review or appeal for overvaluation; OR
- One parcel is taxable and the other parcel is exempt.

### What process do I need to follow to consolidate my properties:

Individuals wanting to complete a consolidation should follow the process outlined below.

1. Visit County Planning Office to gather paperwork and ask questions;
2. Contract with a professional to complete a consolidation survey and deed;
3. Receive required signatures on application;
4. Submit application to County Assessment Office for review;
5. Once approved record survey and consolidation deed in Register and Records Office.

### Does my municipality have a land use regulation?

As of January 1, 2018 the following municipalities are eligible for consolidation due to having a local land use regulation. For an updated listing of land use regulations please visit the Crawford County Planning Office.

- Beaver Township
- Bloomfield Township
- Blooming Valley Borough
- Cambridge Springs Borough
- Cambridge Springs Township
- Conneaut Lake Borough
- Conneautville Borough
- Cussewago Township
- East Fairfield Township
- East Mead Township
- Greenwood Township
- Hayfield Township
- Hydetown Borough
- Linesville Borough
- City of Meadville
- North Shenango Township
- Oil Creek Township
- Pine Township
- Sadsbury Township
- Saegertown Borough
- South Shenango Township
- Spartansburg Borough
- Springboro Borough
- Summerhill Township
- Summit Township
- City of Titusville
- Union Township
- Venango Borough
- Vernon Township
- West Fallowfield Township
- West Mead Township
- West Shenango Township
- Woodcock Township

### Please note the following:

1. The Crawford County Assessment Office reserves the right to deny any and all consolidation requests that do not meet the conditions set forth on the Real Estate Consolidation Application.
2. The Crawford County Assessment Office and Planning Office is not responsible for a taxpayer's failure to obtain bank/lender approval for the consolidation.
3. If real estate taxes have been or will be assessed later in the year, on any of the parcels consolidated, those taxes must be paid in full for the current year and any prior years. If an applicant fails to pay real estate taxes for any of the parcels affected by their Real Estate Consolidation Application, the entire combined parcel may be sold for unpaid real estate taxes pursuant to procedures set forth in the Real Estate Tax Sale Law (72 P.S. § 5860.101, et seq.).



# Real Estate Parcel Consolidation

## Consolidation Application

Crawford County, Pennsylvania

Please review the Taxpayer Information Guide prior to completing this application. When complete, present this application, your consolidation survey, and the consolidation deed to the Crawford County Assessment Office.

Individuals intending to file a **REAL ESTATE CONSOLIDATION PLAN** will report to the Assessment office with completed UPI application; consolidation application; deed; and consolidation survey for consideration no later than 3:30 PM Monday through Friday. Petitioners must complete all applicable sections and sign the *Certificate of provision of information for consolidation*. Failure to meet any of the aforementioned criteria will result in a rejection of the application. **\*\*Property owners are responsible for contacting financial institutions and/or taxing districts to verify financial or legal ramifications of consolidation. Consolidations are effective for the following tax year and current year taxes must be paid.**

### CERTIFICATE OF PROVISION OF INFORMATION FOR CONSOLIDATION

#### Owner/Applicant Information:

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

Current Owner(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Email: \_\_\_\_\_

#### Parcels to be Consolidated Information:

List parcel numbers to be consolidated (ex. 4300-101, 4300-102):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are the names on each parcels' deeds exactly the same?      Yes      No

Deed Book and Page Numbers for existing parcels

\_\_\_\_\_

\_\_\_\_\_

I/We hereby declare my/our information provided on and attachments provided with this Consolidation application are true and correct. I understand that knowingly false statements herein are made subject to the penalties of 18 PA. CS Section 4904, relating to unsworn falsification to authorities.

I understand that any real estate taxes which either have been assessed, or will be assessed later in the year, on any of the parcels consolidated must be paid in full for the current year and any prior years. If I fail to pay real estate taxes for ANY of the parcels affected by this Real Estate Consolidation Application, the entire COMBINED parcel may be sold for unpaid real estate taxes pursuant to procedures set forth in the Real Estate Tax Sale Law (72 P.S. § 5860.101, et seq.).

Furthermore, I agree to the terms of all conditions and requirements set forth herein

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

Printed Applicant Name: \_\_\_\_\_

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

Printed Applicant Name: \_\_\_\_\_

**Instructions:** Be sure to read the information guide before filling out this form. In order to consolidate the parcels intended the applicant must have a consolidation survey, consolidation deed, this application and have submitted it to the Crawford County Assessment Office before recording.

#### **Additional Notes:**

- The Crawford County Assessment Office reserves the right to deny any and all consolidation requests that do not meet the conditions set forth on the Real Estate Consolidation Application.
- The Crawford County Assessment Office and Planning Office is not responsible for a taxpayer's failure to obtain bank/lender approval for the consolidation.



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### Municipal Land Use Regulation Consistency

Does the municipality have Zoning or a SALDO?                      Yes                      No  
 Does the consolidation comply with Zoning or SALDO requirements?      Yes              No

Number of primary uses/ principal structures on the lots? \_\_\_\_\_

Reason for Consolidation: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

### Municipal Section (This section is to be signed by the local municipality)

Pursuant to the information provided by the above signed, I the undersigned municipal official, confirm that the applicant has met all municipal requirements for consolidation.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

### Tax Collector Section (This section is to be signed by the local tax collector)

Pursuant to the information provided by the above signed, I the undersigned tax collector have reviewed the enclosed documentation and verify current year taxes are paid to date of petition.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

### County Treasurer Section (This section is to be signed by the County Treasurer's office)

Pursuant to the information provided by the above signed, I the undersigned employee, confirm that the applicant has no delinquent taxes on parcels proposed for consolidation.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

*Complete and return the application form with the necessary materials to the following address:*

**Attn: Parcel Consolidation**  
 Crawford County  
 Assessment Office  
 903 Diamond Park  
 Meadville, PA 16335

### **Assessment Office For Office Use Only:**

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Consolidation Survey:  
 Yes  
 No (Reject)

Cosolidation Deed:  
 Yes  
 No (Reject)

New Parcel #: \_\_\_\_\_

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

Revised Square Footage/  
 Acreage: \_\_\_\_\_