



# Owner Request to Split Tax Map Numbers for the purpose of Separate Real Estate Tax Bills



Site Application Center  
Fairfax County Land Development Services  
12055 Government Center Parkway, Suite 230, Fairfax, VA 22035  
Phone: 703-222-0801  
[www.fairfaxcounty.gov/landdevelopment](http://www.fairfaxcounty.gov/landdevelopment)

The Department of Tax Administration (DTA) allows for an administrative process to consolidate tax map numbers to receive one tax bill. If a property owner wishes to separate those tax map numbers into two or more tax map numbers for the purpose of receiving separate tax bills, they will need to submit this form and a copy of the plat to the Site Application Center (SAC). Owners have the option of submitting this form by mail to the address above or electronically through [PLUS](#) under the Site tab, using the Lot Validation record type. To learn more about Lot Validation subtypes, visit the [Lot Validation Permit Library](#). If any additional items are needed during the review, a staff member will contact the person below to coordinate the requirements. Once approval has been obtained by the Department of Planning and Development's Zoning Permits Branch (ZPB), DTA will be notified, and a new tax map number(s) will be created.

**Tax Map Number of Proposed Lot Split:** \_\_\_\_\_

### Owner's Contact Information:

Owner's Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone #: \_\_\_\_\_

Email Addresses: \_\_\_\_\_

\_\_\_\_\_

### Lot Split Information:

*(Please only include information on the lots proposed to be split.)*

Property Address(es): \_\_\_\_\_

Property Tax Map Number(s): \_\_\_\_\_

Magisterial District: \_\_\_\_\_

Are there existing structures on the parcel(s)?      Yes       or      No

Will any of the following options be demolished as an outcome of this split request?

Primary Structure

All the structures

Accessory Structures

None of the structures

*If a demolition permit is required, please apply online through [PLUS](#). This action will need to occur prior to any approval of the lot split.*

I propose to separate my current tax map number into two or more tax map numbers for the purpose of receiving separate tax bills. I understand that the tax map numbers will be changed after the approval of the lot split. DTA will send the real estate tax bill(s) and any correspondence for my current parcel using the newly assigned tax map number(s) and this change does not affect my recorded deed.

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**County Use Only:**

Has a grading plan been submitted for the lot?      Yes       or      No

If yes, what is the plan number(s): \_\_\_\_\_

Will demolition be required?      Yes       or      No

Has a demolition permit been applied for?      Yes       or      No

Has zoning signed off on the demolition permit?      Yes       or      No

**Final Determination:**

**Zoning Permits Branch:**

Approved

Approved as noted (conditions attached)

Disapproved

**ZPB Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_