



# APPLICATION FOR MERGERS OR APPORTIONMENTS

**Instructions:** Please complete this application and *submit in person* to: *Department of Finance, Property Division - Tax Map Office, 66 John Street, 13th floor, New York, NY 10038.* Please read the instructions for further details before completing this form. Print clearly.

## SECTION A: PROPERTY INFORMATION

Borough: \_\_\_\_\_ Block: \_\_\_\_\_ Present Lot(s): \_\_\_\_\_

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Merger  Apportionment Number of Lots Requested \_\_\_\_\_

New Lot Number: \_\_\_\_\_

Air  Subterranean

New Lot(s) Usage (check one)  Residential Building Gross Sq/Ft: \_\_\_\_\_  Commercial Building Gross Sq/Ft: \_\_\_\_\_  Mix (Residential & Commercial) Building Gross Sq/Ft: \_\_\_\_\_

Property  
1. Owner's Name: \_\_\_\_\_  
LAST NAME FIRST NAME

Property  
2. Address: \_\_\_\_\_  
NUMBER AND STREET CITY STATE ZIP CODE

## SECTION B: APPLICANT INFORMATION

1. Architect/Engineer/Applicant's Name: \_\_\_\_\_  
LAST NAME FIRST NAME

2. Address: \_\_\_\_\_  
NUMBER AND STREET CITY STATE ZIP CODE

3. Telephone Number: \_\_\_\_\_ 4. Email Address: \_\_\_\_\_

## SECTION C: CERTIFICATION

*The applicant hereby certifies that, in making this application for merger/apportionment, s/he is the owner, or acting under the direction of the owner.*

Signature of Architect/ Engineer/Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**TAX MAP CHANGE WILL NOT BE MADE UNTIL PRESENTATION OF REQUIRED DOCUMENTS (see reverse for the required documents)**

**DRAW SKETCH TO SCALE 1" = 50', IF POSSIBLE INDICATE NORTH ARROW**

(Architect or Engineer's seal)

Lot(s) issued: \_\_\_\_\_  
Customer Service Representative: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ New Lot(s): \_\_\_\_\_ Lot(s) Affected: \_\_\_\_\_ Lot(s) Dropped: \_\_\_\_\_

**Please note: Map changes will not be made until presentation of all required documents is reviewed and approved by the Specialist.**

Map Updated: \_\_\_\_\_  
Tax Map Specialist: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## REQUIREMENTS FOR TAX MAP UPDATES

### THE FOLLOWING DOCUMENTS ARE REQUIRED FOR LOT APPORTIONMENTS:

#### NEW BUILDINGS:

- Completed application for Mergers or Apportionments
- Final survey prepared by a licensed Land Surveyor, which must include square footage
- A subdivision PW1 filing approved as well as an approved NB filing as per Operations Policy And Procedure Notice #30/92.
- PW1: Plan/Work Application
- Review Application Details for correct house number(s), block and lot. If the application is before 2008, the metes and bounds will be at the bottom of the last page of the application. PW1's after 2008 will generate a PD1 with metes and bounds that must be scanned at the DOB.  
Note: All DOB applications must be approved and Alt 1's and NB's are required for apportionment.
- Outstanding taxes, charges or tax liens for prior tax years must be satisfied.  
Real estate taxes for the current year must be up-to-date.
- Deed on record showing property ownership
- Payment of fees

#### ALTERATION ON EXISTING BUILDINGS AND VACANT LAND:

- Completed application for Mergers or Apportionments
- A subdivision PW1 filing approved as well as an approved ALT1 filing for alteration on existing buildings as per Operations Policy And Procedure Notice #30/92 , not required for vacant land.
- Survey for alteration on existing building
- Outstanding taxes, charges or tax liens for prior tax years must be satisfied.  
Real estate taxes for the current year must be up-to-date.
- Deed on record showing property ownership
- Payment of fees

#### LOT MERGERS:

- Completed application for Merger
- Deed on record showing common ownership. (If the deed lacks a metes and bounds description but refers only to a filed map, please provide a current metes and bounds description, prepared by a licensed surveyor.)
- Outstanding taxes, charges or tax liens for prior tax years must be satisfied.  
Real estate taxes for the current year must be up-to-date.
- Payment of fees
- Merging of exempt parcels with non-exempt parcels is not allowed.

#### NEW LOT ASSIGNMENT AND FEES:

- The Tax Map Office now issues new lot numbers for all apportionments, including condominiums, in a one step process (eliminating the assignment of "tentative" and "final" lots). Finance collects a single fee (\$73) for each new lot number, payable at the time of the initial request.
- Tax map certification: \$10.00

#### Return completed application and package to:

NYC Department of Finance  
Property Division- Tax Map Office  
66 John Street, 13th floor  
New York, NY 10038