



**OFFICE OF THE CITY ASSESSOR**

201 DELAFIELD STREET  
WAUKESHA, WISCONSIN 53188-3694  
TELEPHONE 262/524-3510 FAX 262/524-3888

Paul J. Klauck, City Assessor  
pklauck@ci.waukesha.wi.us

**REQUEST TO SPLIT/SEPARATE PARCEL**

Generally speaking, this office is reluctant to split parcels, other than small segments that are split and conveyed to adjoining land owners for various reasons.

Splitting a parcel does not affect zoning or building code requirements. This office **REQUIRES** that you first obtain the approval of the Community Development department before we can split the parcel.

\_\_\_\_\_  
Approval of **Community Development** \_\_\_\_\_ Date

Recommendation, if any:



We strongly recommend having a surveyor look over the property and make a recommendation. It is your responsibility to provide us with the legal description for the piece you wish to split off as well as the new legal description for the remaining piece.

I am requesting the following parcel to be split:

\_\_\_\_\_  
TAX KEY NUMBER \_\_\_\_\_ PARCEL ADDRESS

The Reason(s) for this request:



Are there any delinquent taxes or outstanding special assessments  Yes  No  
Is the parcel landlocked  Yes  No  
Is/Are building(s) location situated across multiple lots  Yes  No

**NOTE:** If you have a survey available, please attach a copy to this form.

\_\_\_\_\_  
Signature of Owner(s) (all owners must sign) \_\_\_\_\_ Date \_\_\_\_\_ Phone No. \_\_\_\_\_

This office reserves the right to deny any request to split/separate at its discretion. If the request is denied the owner will be notified by mail.

**SPLITS/SEPARATIONS REQUESTED IN THE CURRENT YEAR WILL APPEAR ON THE FOLLOWING YEAR'S ASSESSMENT ROLL.**

(OVER)

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**APPROVED** \_\_\_\_ **Yes** \_\_\_\_ **No** **Date**\_\_\_\_\_

“Old” Tax Key Number Deleted \_\_\_\_\_

“New” Tax Key Number(s) Assigned \_\_\_\_\_

