



Re: property divisions for financing

Currently financial institutions can request that portions of existing land segments to be used as collateral for financing be split off by plat and assigned a parcel number prior to recording a Deed of Trust and survey plat. The Macon County Tax Office/Mapping Department has allowed for parcels to be subdivided by plat only for financing purposes. However, this creates the issue of the new parcel not being referenced by a called for recorded document in the county cadastre. A plat that is not called for in a description is a dormant document. This potentially affects the ability to perform research on the newly created parcel's history in the future. Macon County's procedure to subdivide for financial/loan purposes is being changed to be in line with the County's current property division requirements to maintain consistency and protect the integrity of the county cadastre.

A division of an existing parcel for land transfer requires a recorded plat to be approved by the Macon County Planning Department and a recorded deed before the existing parcel is divided and new parcel numbers are created. The parcel number is linked to the recorded deed in the Tax software, the Register of Deeds software and is also visible with other parcel information on the county GIS website.

All parcel divisions for financing as of 12/01/2017 will only be completed after the Deed of Trust is recorded. The procedure for dividing property for financing will be as follows:

1. Plat submitted to Planning Department for approval.
2. A copy of the Deed of Trust with a completed Macon County Transfer Verification form and the plat submitted for approval to Mapping Department. **The Deed of Trust will not be stamped by the Mapping Office.**
3. Deed and plat are recorded in Register of Deeds office.
4. After documents are recorded the Mapping Department divides the property in the GIS system and assigns the new Parcel Identification Number(s).
5. Tax Office creates the new parcels in the Tax Software.
6. After update of the GIS system the parcel number(s) and tax information are available for viewing on the Macon County GIS website.

**This procedure change will not affect the recording process for Deeds of Trust that encumber the entire existing parcel. These documents will still be recorded without review and approval from the Mapping Department.**