



**CHIEF COUNTY ASSESSING OFFICIAL  
KENDALL COUNTY  
ANDREW P. NICOLETTI  
111 West Fox Street – Rm. 303  
Yorkville, Illinois 60560-1498  
630-553-4146**

**REQUEST FOR TAX YEAR (\_\_\_\_\_)**

I hereby request the Kendall County Supervisor of Assessments to reconfigure the tax parcel boundaries of the property represented by the following permanent index number(s), by consolidating and/or dividing the property to be listed as (\_\_\_\_\_) new parcels. Use additional pages if necessary to list the existing parcels and the new parcel(s) legal description(s)

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**NEW TAX PARCEL INFORMATION (Please Print)  
Requester's**

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

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

Phone: \_\_\_\_\_ email \_\_\_\_\_

I hereby certify that I am the owner, trustee, or person having power of attorney for the owner of the above listed parcels. All owners or their representatives must sign.

Requester's Signature \_\_\_\_\_ Date \_\_\_\_\_

Do you want to be contacted when the new tax parcels are available? YES or NO  
Contact phone number or email address

**Please see the next page for important information regarding Tax Parcel Divisions**

## **Requirements for Filing**

1. Creating a tax parcel does not guarantee that the parcel may be built upon or improved due to local permitting requirements.
2. Divisions cannot be processed until both installments of all current tax payments are paid in full. Proof of payment **MUST** be included with this application.
3. Divisions or consolidations cannot be processed until all previous tax payments are paid in full. Proof of payment **MUST** be included with this application.
4. Ownership must be identical for all parcels to be consolidated.
5. All parcels to be consolidated must have the same tax code.
6. A survey is required for all requests that involve legal descriptions with vertical elevations.
7. This request form cannot be used to make changes to a condominium. An amendment may have to be adopted and filed with the Recorder of Deeds.
8. Please include property location information for each new tract if available.
9. If the property is in trust, the trustee must sign the request.

Please note that the informal County administrative review suggested herein is performed as a courtesy and is not intended and should not be interpreted to create or cause the vesting of any property rights.