

**ROOSEVELT COUNTY  
ASSESSOR'S OFFICE**

109 W 1<sup>ST</sup> STREET  
PORTALES, NM 88130

PHONE: 575-356-6971  
FAX: 575-356-3729



**COUNTY ASSESSOR  
STEVIN FLOYD**

**CHIEF DEPUTY ASSESSOR  
GEORGE BEGGS**

**A Guide to Splitting or Combining Land Parcels**

page 1 of 1

1. **County Planner-** The 1<sup>st</sup> and most important step is to contact Johnny Montiel. Any subdivision of land or combining of land parcels needs a Claim of Exemption that changes land legal description and acreage.
2. **City Planner-** The County Planner will inform you to contact Kelly McClellan if the parcel/s lay within the City's jurisdiction.
3. **County Assessor's Office-** The County Planner will inform you that the taxes need to be pre-paid through the current year for all land parcels involved. A form called a Parcel Tracking Sheet will be created in this office specifically for the parcels involved.
4. **County Treasurer's Office-** The County Planner will inform you to bring the Parcel Tracking Sheet and payment to this office. Once the taxes are paid, this form will need to be signed by the Assessor's Office and given back to the County Planner.
5. **County Clerk's Office-** The County Planner will inform you that this office is where you will file the approved Claim of Exemption along with any deeds, surveys or other title transfer documents.

We recommend, before hiring an abstract company or a surveyor to draw up deeds or surveys, as to avoid costly mistakes, please contact our County Planner, Johnny Montiel 575-359-2869.

Any deed, survey, or other transferring document that is filed with the County Clerk's Office with intent to subdivide land or alter boundary lines **will be rejected** by the Assessor's Office unless it is accompanied by an approved Claim of Exemption.

**DEPARTMENTS INVOLVED IN A PARCEL LAND SPLIT OR A BOUNDARY LINE  
ADJUSTMENT:**

COUNTY PLANNER  
COUNTY COMMISSIONERS

CITY PLANNER (depending if the split is within the City Jurisdiction).  
CITY COUNCIL

COUNTY ASSESSOR'S OFFICE

COUNTY TREASURER'S OFFICE

COUNTY CLERK'S OFFICE