



## SINGLE-JOINT PETITION – CONTIGUOUS PARCELS

The Orange County Value Adjustment Board offers you, the licensed agent, a petition-filing feature, which will allow you to file petitions for contiguous parcels by providing a digital file to the VAB Clerk. The digital file, i.e., Excel spreadsheet, will contain a listing of those parcels determined to be contiguous by the [Property Appraiser's Office](#). This filing feature eliminates the need for multiple hard copy (paper) petitions, and will permit the VAB Clerk to upload the data file to provide increased efficiency and to ensure accuracy. In addition to the added benefits of convenience and speed, you may monitor the progress of your petition online.

Pursuant to [Florida Statute 194.011 \(3\)\(e\)\(f\)](#), the Property Appraiser must make a determination of those developed parcels, which are substantially similar with respect to location, proximity to amenities, number of rooms, living area and condition. The Property Appraiser must also determine if undeveloped parcels are substantially similar in nature. In order to complete this necessary, **first** step, please contact the Property Appraiser's Office by dialing 407-836-5010 or by sending an email to Mark Webster at [mwebster@ocpaf.org](mailto:mwebster@ocpaf.org). You will work directly with the Property Appraiser's Office in order to receive its final determination.

Once the Property Appraiser's Office has confirmed contiguous parcels, and in order for you to enjoy this filing feature, forward an email to [vab@occompt.com](mailto:vab@occompt.com) to state your intent to file, and attach an Excel spreadsheet, which includes the Property Appraiser's approved contiguous parcel listing. You must submit simultaneously to the VAB Clerk a signed & dated petition to the VAB with the corresponding filing fees. As a reminder, there is a \$15 fee for the first parcel, and \$5 for each additional contiguous parcel. All payments should be mailed to the Value Adjustment Board, P.O. Box 38, Orlando, Florida, 32802. If you are mailing by a delivery service, please use the following address: Comptroller Clerk's Office - Value Adjustment Board, 109 E Church Street, Suite 450, 4<sup>th</sup> Floor, Orlando, Florida 32801.