



TOWN OF WESTBROOK
ASSESSOR'S OFFICE
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RECOMMENDED PROCEDURE TO COMBINE TWO OR MORE PARCELS OF LAND THAT ARE VACANT

A. IF THE PARCELS OF LAND IN QUESTION ARE SIMPLY LOTS OF RECORD:

1. An attorney should be consulted for any and all real estate matters.
2. Straw man deeds should be executed. The straw man then executes a quit claim deed (with the legal description) describing the (formerly separate) parcels of land in question as one piece of land. The legal description, on that quit claim deed, must be re-written to encompass all combined parcels. That quit claim deed should also state that the intent and purpose of this quit claim deed is to combine previously separate (legally) described parcels into one (legally described) parcel of land. That deed must be filed on the Westbrook Land Records.
3. It is also recommended that a survey be filed on the Westbrook Land Records showing the former parcels of land as one parcel of land.
4. The Assessor's Office will re-value, for the subsequent Grand List, the parcels of land in question.

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1. An attorney should be consulted for any and all real estate matters.
2. An Affidavit of Title must be placed upon the Westbrook Land Records effectively merging the various parcels in question into one parcel.
3. It is also recommended that a survey be filed on the Westbrook Land Records showing the former parcels of land as one parcel of land.
4. The Assessor's Office will re-value, for the subsequent Grand List, the parcels of land in question.

B. IF THE PARCELS OF LAND IN QUESTION ARE SUBDIVIDED LOTS:

1. An attorney should be consulted for any and all real matters.
2. The property owner must have the legal status of the lot or lots terminated by the Planning and Zoning Commission. The property owner must formally request that the subdivision approval for the lot(s) in question be terminated.
3. Step 2 (in Section A above) must also be completed; Step 3 (in Section A above) is recommended.
4. The Assessor's Office will re-value, for the subsequent Grand List, the lot(s) in question.