



*Note: This document is intended to give property owners a step-by-step guide on the processes and procedures for land divisions, land combinations, and boundary adjustments for the unincorporated areas of Grant County. This guide is not intended to be an exhaustive list and the County encourages review of all State and County rules and regulations. If the parcels are within a municipality, please contact the respective local government.*

## LAND DIVISIONS, LAND COMBINATIONS & BOUNDARY ADJUSTMENTS

1. **Parcel Ownership and Requirements:** Only the current owner(s) can initiate a land divisions/combinations or boundary line adjustments. Transfer to a new assign(s) may take place after a Claim of Exemption has been fully completed and approved.
  - a. **For Land Combinations:** The parcels must abut and will ultimately adjoin when the combination process has been completed.
2. **Professional Surveyor Services:** Contact a NM Certified Professional Surveyor to begin work on the parcel's division, combination, or boundary line adjustment to determine new parcel boundaries. The hired surveyor shall identify any pertinent information related to the parcel such as utility easements, deed restrictions, etc., and such information should be identified on the plat of survey. Additionally, any utility or other entity's approvals shall be listed on the plat of survey. *See attached example of Survey Plat.*
3. **Claim of Exemption Form:** This form is required for all land divisions, combinations, and boundary adjustments. The form can be picked-up in office, emailed, or downloaded from [www.grantcountynm.gov](http://www.grantcountynm.gov) under the "Forms" section of the Planning & Community Development Department's webpage.
4. **Property Taxes:** The property taxes must be paid in full, up to and including the current calendar year, in accordance with Section 7-38-44.1 NMSA 1978.
  - a. Property tax payments must be made in the County Treasurer's Office. Please contact the County Treasurer's Office to determine the amount of taxes owed on the affected parcels. Depending on the time of year the divide, combine, or adjustment occurs this requirement may include a pre-payment of taxes as the County works a year behind, collecting the prior year's taxes.
  - b. Property is valued as of January 1st of a calendar year in accordance with Section 7-38-7 NMSA 1978. This value is the basis of the tax bill received in November of that same year. Any value changes, such as acreage changes, are processed in the next calendar year.
  - c. Example: If an individual decides to divide, combine or have a boundary line adjustment on July 1, 2024, they must 1) pay all taxes due from the tax bill(s) received for the subject parcel(s) in November of 2023 and 2) pre-pay 2024 taxes on all affected parcels. The change in the property will occur in calendar year 2025 and such changes will be reported on the Notice of Value that is mailed in April of 2025 from the County Assessor's Office.

5. **County Planning Department Review and Approvals:** When the applicant is ready to pursue with a land division, combination, or boundary line adjustment the following documents must be submitted to the County Planning & Community Development Department:
  - a. Claim of Exemption Form: completed, signed, and notarized.
  - b. Payment of Fee: \$25.00
  - c. Plat of Survey
  - d. County staff will review the submitted documents and will notify the applicant within fifteen (15) days as to whether additional information must be submitted or if the claim presumptively meets the State and County requirements.
6. **Recorded Conveyance Documents:** All parcels intended for division, combination or boundary line adjustment must be described in one recorded conveyance document (e.g. deed, escrow sales agreement, real estate contract, trust, etc.) Real estate attorneys can assist in preparing these documents. *Simply recording a survey will not create a parcel division.*
7. **County Assessor Processing:** Parcel divisions, combinations, or boundary line adjustments may take up to a month for the County Assessor's Office to process and take effect in the following tax year, upon official recording of the conveyance documents. We encourage follow-up with the Assessor's Office to check for the completion of the transaction. Please note that the notice of value provided by County Assessor's Office in April of the current year will not show the split or adjustment even if the split or adjustment is completed prior to April of that year. All changes will take effect in the subsequent tax year.

## HELPFUL RESOURCES

- [Grant County Subdivision Regulations \(1997\)](#)

## CONTACT INFORMATION

### County Planning & Community Development Department

- [Raymond Castillo, Planning Specialist](#)  
[Phone: 575-574-0018](#)  
[Email: rcastillo@grantcountynm.gov](mailto:rcastillo@grantcountynm.gov)

### County Treasurer's Office

- [Phone: 575-574-0055](#)

### County Assessor's Office

- [Phone: 575-574-0030](#)

## DEPARTMENT POLICY

County staff are prohibited from providing legal advice, recommendations, or opinions including, but not limited to, matters that include:

- Legal advice and selection
- Survey advice and selection
- Engineering advice and selection
- Real estate agent selection
- Title company selection
- Contractor selection
- Property transactions, such as help deciding whether to buy or sell property

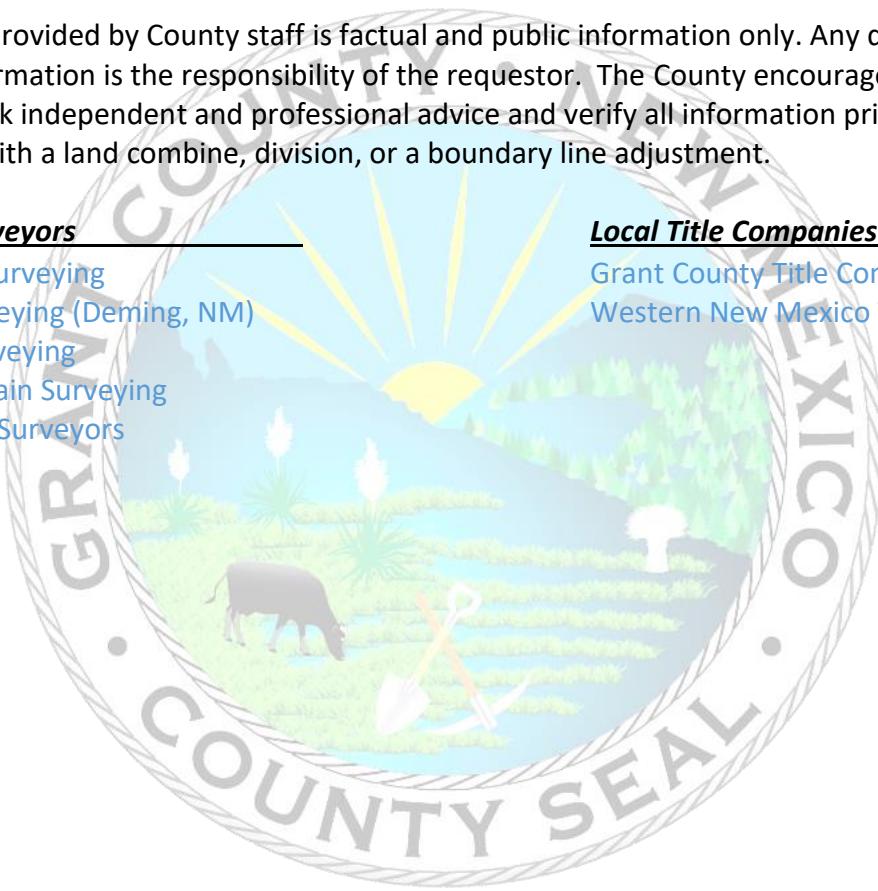
Information provided by County staff is factual and public information only. Any decision made with this information is the responsibility of the requestor. The County encourages every person to seek independent and professional advice and verify all information prior to proceeding with a land combine, division, or a boundary line adjustment.

### Regional Surveyors

Allsup Land Surveying  
Baseline Surveying (Deming, NM)  
Gila Land Surveying  
South Mountain Surveying  
Z3 Planner & Surveyors  
Oscar Torres

### Local Title Companies

Grant County Title Company  
Western New Mexico Title Company



## SAMPLE SURVEY PLAT

### Survey Plats

Surveyors seeking approval for land splits, boundary alterations, land divisions, etc. must turn in a survey plat to the Grant County Ordinance Officer with the following items and approvals:

1. Utilities Approval
2. Municipality Approval
3. Grant County Treasurer's Approval
4. Grant County Approval
5. Surveyor's Stamp & Signature
6. Plat Date

Land splits, boundary alterations, land divisions, etc. which do not contain the proper items and approvals will be DENIED in the approval process. Splits, alterations, divisions, etc., that have been recorded with a deed and have not followed the approval process will be deemed as an ILLEGAL SUBDIVISION and will be subject to legal action as per Grant County Ordinance.

It is the surveyor's responsibility to help the property owner obtain the proper approvals prior to seeking Grant County Approval.

