

# LOT MERGER WORKSHEET

## APPLICATION CONTENTS:

The following is required to process a LOT MERGER application:

1. Three (3) copies of a plot plan (8-1/2 x 11 inches in size) containing:
  - a) Boundary information necessary to determine the lot merger.
  - b) Basis of bearing.
  - c) Written legal description of existing and proposed parcel with wet signature and seal of Licensed Land Surveyor (L.S.) or qualified Civil Engineer (C.E.).
  - d) Engineer's or Surveyor's certificate with seal, address and telephone number, registration or license number of engineer or surveyor who prepared the map.
  - e) Title "LOT MERGER NO. \_\_\_\_\_."
  - f) Vicinity Map with north arrow and scale indicated.
  - g) Name, address, telephone number and wet signature of owner.
  - h) Plot plan with north arrow and scale.
  - i) Location, width and names, if any, of all existing streets, and the location, width and purpose of all easements, if any, which lie within the boundaries of the land proposed for adjustment.
  - j) Names of the owners and the Assessor numbers of properties adjacent to the parcels involved.
  - k) Existing boundary and lot line to be eliminated to be shown as a dashed line.
  - l) Proposed boundary to be shown as a solid line.
  - m) Net area of proposed lot and each existing lot.
  - n) The dimension of each boundary of each proposed lot.
  - o) The location of all existing buildings and structures and their uses, the distance between said buildings and structures, and the minimum distance between each building or structure and the boundary of the proposed lot on which it is located.
  - p) Location of all railroads, drainage courses, all natural or man-made obstacles, and an indication of any physical restrictions or conditions in the subdivision which affect the use of the property.
  - q) A statement of the existing zoning and the proposed use of each lot.
2. Title Report, Easement documents (if any) and reference maps:

For verification of current ownership, a Title Report / Property profile not more than 90-days old is required for each lot affected. Applicant(s) must also submit proof that each affected lot was created legally. Lots that were created by the following means are considered legal:

  - Lots created by means of Parcel Map or Tract Map.
  - Lots created (and intended to be) by a Record of Survey prior to 3-4-72.
  - Lots created by deeds recorded prior to 4-4-52.
  - A Certificate of Compliance or Parcel Map will be required if any of the affected lots do not meet the above criteria.
3. Completed and notarized Lot Merger form with notarized signature of each owner.
4. A \$1,000.00 processing fee.
5. Traverse calculations.

### **Please Note:**

- a) The lot merger shall be in compliance with Subdivision Map Act, and City ordinance requirements.
- b) No parcel is reduced below the minimum area designated by the City's zoning ordinance.
- c) Plot plan, legal description and original copy of the certificate of compliance will be recorded with the County Recorders Office.
- d) Recordation of this certificate is the applicant's responsibility to have new deed(s) prepared and recorded, reflecting the lot merger. The deed shall contain language referencing the City's approval date, recordation number and recordation date. The approval of this lot merger is to state that the lot merger approval shall be null and void if deeds are not recorded within six months of recordation.