



LOT MERGER APPLICATION

A Lot Merger combines two or more substandard lots into one, and it is accomplished with a recorded Notice of Lot Merger document. A Lot Merger is completely different than a Lot Combination. A Lot Combination is processed through the Tax Assessor's Office, and it combines multiple lots for tax billing convenience purposes only (i.e., one tax bill). With a Lot Combination the lot can be sold separately.

APPLICATION FEE

\$1,000.00 Planning Review Initial Deposit (#2105)

Please note the initial deposit may be modified for certain projects, including large and complex projects, and/or where additional studies and reports are required to evaluate the Project.

FEE POLICY

This is an **Actual Cost** application. The actual cost for a project is determined according to the time spent by City personnel on that project and the associated personnel benefits, Department overhead, and other indirect costs incurred for that project. Whenever 75% of a deposit has been expended and the Department determines that the estimated actual cost of the job will exceed the amount deposited, additional deposit of such excess amount shall be required. Notification of additional deposit required will be mailed to the applicant, who shall deposit such additional monies prior to the date specified in the notice. Work will be suspended on the project when 95% of the deposit previously received has been expended. **Projects will not be completed with money due.** If the additional deposit is not made by the date specified in the notice, the project shall be deemed denied on the date specified, without further action on the part of the City. If, within 30 calendar days after a project is deemed denied for failure of the applicant to make a required additional deposit, the applicant makes the additional deposit plus a \$100 processing fee, the project shall be reinstated as of the date the additional deposit and processing fee are paid. Notwithstanding Section 83.010605 of the City Municipal Code, denial without prejudice of a project because of insufficient funds, after notice and request for additional deposit have been provided to the applicant, cannot be appealed.

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PART A: INFORMATION AND PROCEDURES

1. To qualify for a Lot Merger:
 - a. All lots must be contiguous or adjacent, **and**;
 - b. The vested ownership of all lots must be identical, **and**;
 - c. All property taxes must have been paid and current, **and**;
 - d. At least one of the following conditions must exist (refer to Section 83.040701 of the Development Code):
 - i. One of the lots does not conform to standards for minimum lot size or dimensions specified by the applicable land use district;
 - ii. The lot comprises less than five thousand (5,000) square feet in area;
 - iii. the lot was not created in compliance with applicable laws and ordinances in effect at the time of its creation;
 - iv. The lot does not meet slope stability and/or density standards as specified by the Development Code, a Specific Plan, or the General Plan;
 - v. The lot has no legal access which is adequate for vehicular and emergency equipment access and maneuverability;
 - vi. The development of the lot would create health or safety hazards;
 - vii. The lot is inconsistent with the General Plan and any applicable Specific Plan other than for minimum lot size or density standards.
2. Before submitting your application, we encourage you or a representative to discuss the proposal with the Planning Division staff at the public information counter to obtain general information regarding applicable regulations and the necessary procedures. In addition, visit any outside agencies where permits may be required (ex. Yucaipa Valley Water District).
3. Any land use decision to approve, deny or impose specific conditions on the approval of any land use application may be appealed by any interested party, including the applicant. The appeal must be filed with the City on the appropriate appeal form, along with the appropriate fee, prior to the effective date of the land use decision.

4. For large projects, the chairman of the Development Review Committee will distribute the site plan and relevant information to members of the Committee, for review and comment.
5. Following the acceptance of your application, notification of your proposal will be sent to City Departments for review and conditions of approval, appropriate outside agencies for their comment, and surrounding property owners.
6. Prior to conditionally approving a Lot Merger Permit, the decision-making authority must find and justify that all of required findings listed in the Development Code are true.
7. Actions to approve or deny a Lot Merger Permit application are taken by the City's staff.
8. Before an approval letter will be issued, the initial deposit account balance must be paid in full, and the applicant must provide the City with an electronic file (PDF or TIFF) containing the final version of the approved site plan.

APPLICATION PROCESS SUMMARY

1. Preparation of Property Plot Map.
2. Application review
3. Application Acceptance
4. Applicant or interested third party may appeal Planning Commission determinations within ten (10) days of that determination, utilizing the appropriate City form and payment of the appeal fee.
5. Applicant submits the final processing fee payment and an electronic copy (PDF or TIFF) of the approved Property Plot plan.
6. Recordation of Notice of Lot Merger through County of San Bernardino.

PART B: LOT MERGER APPLICATION QUESTIONNAIRE

PLEASE COMPLETE EACH STATEMENT OR ANSWER EACH QUESTION to the best of your ability. **All questions must be answered, or the application will not be taken in.** If the answer is unknown, or if the question is not applicable, please write "Don't Know" or "Not Applicable" as appropriate. Only use City forms. If more space is needed, use attachments.

A. PROJECT INFORMATION

Application Type: _____

[List all Land Use Application types that are proposed as part of your project, i.e. "Conditional Use Permit", "Tentative Tract", etc. (if a tentative map is involved, please include the map number)]

Applicant Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Representative Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Assessor Parcel Number(S):

B. SITE DESCRIPTION

1. Site Address: _____

2. Merger No.: _____ (To be assigned)

3. Legal Tract No.: _____ Tract Name: _____

I (we) hereby declare that all the following are true:

- a. The parcels are contiguous (side by side).
- b. The parcels are in the same tax rate area (refer to tax bill).
- c. Taxes on all parcels are paid and current.
- d. Ownership of all parcels is in the exact same name.

Signature of each owner of record:

I hereby request the merger of my lots listed above into one (1) parcel.

I hereby request the merger of my above lots into _____ parcels (each new parcel must approximate at least 5,000 sq. ft.)

I have previously combined my lots for tax purposes. Now I want the lots officially merged into a single parcel of land as presently combined.

I have substandard lots that cannot be merged for the following reasons: Explain briefly and attach any supporting documentation.

PART C: LOT MERGER PERMIT SUBMITTAL CHECKLIST

+ ALL ITEMS MUST BE INCLUDED AT THE TIME OF FILING +

PLEASE RETURN THIS CHECKLIST WITH APPLICATION PACKET UPON SUBMITTAL. ONLY USE CITY FORMS. IF MORE SPACE IS NEEDED, USE ATTACHMENTS. COMPUTER GENERATED APPLICATIONS ARE NOT ACCEPTABLE.

1. **Two* copies** of completed Land Use Application Questionnaire. **All owners** must sign the Application Certificate. The notarized power of attorney must contain the names of all owners.
2. **One original** property plot map of the property. (Refer to attached map and checklist for requirements.) Map must be drawn on Property Plot Sheet provided.
3. **One copy** of recorded **Grant Deed** or **Quit Claim Deed** with the previous Grant Deed for each lot or parcel.
4. If either the Grantor or Grantee is a Corporation, Partnership, or Fictitious Firm: **One certified copy** each, if applicable, of the Articles of Incorporation including the latest statement of offices; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm.
5. **One copy** of the appropriate assessor's map. This may be obtained from the Assessor's Office.
6. Provide proof that current taxes have been paid – Tax Office receipt, Current Tax Update for Parcel Combos from the County Treasurer – Tax Collector's Office, or a copy of a cancelled check.
7. If the property has been surveyed by a Licensed Land Surveyor or Civil Engineer, submit **one copy** of the survey map.

PART D: PROPERTY PLOT MAP CHECKLIST

The Property Plot Map must be drawn on the Property Plot Sheet provided in this application packet. This sheet consists of two sections. The upper map portion is to include your drawing, in black ink, at an accurate scale appropriate to show all the details of your proposed lots. The scale you use should be a standard engineering scale (1-inch equals 20 feet, 200 feet or 2,000 feet) so that the parcel fits neatly within the space provided. (See attached sample property plot map as a guide.) The lower information portion of the application asks necessary questions regarding the application, answer the question.

MAP PORTION

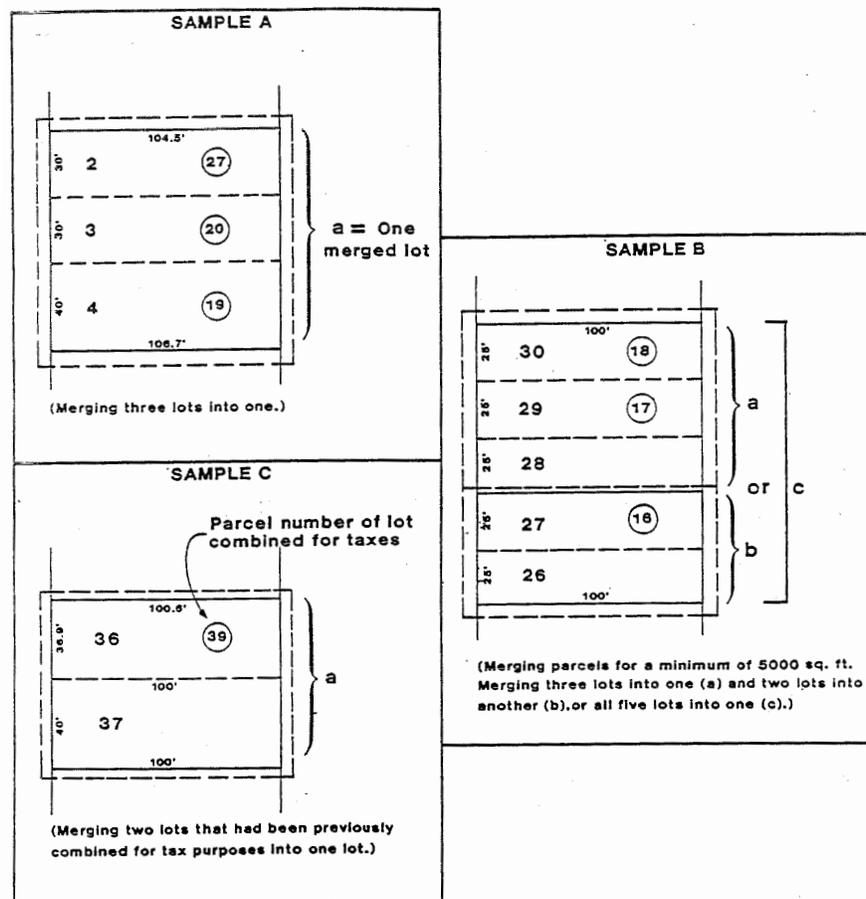
1. Map should be drawn so that “north” is to the top of the Property Plot Map Form. Write the scale of the plot map under the north arrow provided.
2. Delineate the location and dimension the lengths and widths of the following
 - a. Existing property lines for each lot or parcel. Existing lot lines that will not remain should be shown as a dashed line.
 - b. Additional or revised lot lines proposed by this application to create new or revised lots
 - c. Existing rights-of-way for all abutting streets. ALSO indicate names.
 - d. Proposed new right-of-way dedication including expansion and additions.
 - e. Existing street and drainage improvements including curbs, gutters, sidewalks, and paving widths.
 - f. All existing and proposed easements for drainage, public utilities, access, or encroachments.
 - g. All underground structures including septic tanks, leach lines, seepage pit, storm drains, and wells.
 - h. All existing structures. In addition to dimension of structures, indicate the distances between structures and between each structure and the nearest existing or proposed property line. Also indicate the use of each structure and any that are to be removed.
 - i. Indicate location and dimensions of any important topographic conditions (hills, canyons, water courses, known seismic fault areas, etc.)
3. Number each proposed lot and compute the existing and proposed lot areas in square feet or acres.
4. If commercial and/or industrial structures are existing and to be retained and utilized, show all parking facilities and driveways.

5. Indicate native trees six inches or greater in diameter, and protected desert native plants with stems two inches or greater in diameter or six feet or greater in height, or state in a note that no such trees exist on site. Indicate whether any trees or protected plants are to be removed.
6. Show any existing grading and provide copy of approved grading plan.

INFORMATION PORTION

7. Applicant's name and phone number.
8. The number of lots to be created.
9. The Assessor's book, pages, and parcel number(s) if the existing parcel(s).

LOT MERGER SAMPLE



Please draw on the blank plot plan, the combinations(s) you prefer for you lots which most approximates 5,000 sq. ft. or greater. Place dashed lines around each combination of lots as in the examples above. Write in dimensions or square footage or each affected lot.

(in the above examples, Assessor's Parcel Number is circled while the Lot Numbers are not.)

PROPERTY PLOT

TO BE USED ONLY FOR LOT MERGER; LOT LINE ADJUSTMENT; & MAP ACT EXCEPTION APPLICATIONS
(ITEMS MUST COMPLETED BY THE APPLICANT/REPRESENTATIVE)

NORTH



SCALE 1"=

INFORMATION PORTION:

APPLICANT NAME: _____ PH _____ PROPOSED No. OF NEW LOTS _____

ASSESSOR PARCEL NUMBER(S) _____

TOWNSHIP _____ RANGE _____ SECTION _____ NW NE SW SE Quarter (circle one)

PLANNING STAFF ONLY:

FILE/INDEX _____ LAND USE DIST _____ OVERLAY _____ RD. BK. _____

APPROVAL DATE: _____

APPROVED BY : X _____ X _____