



City of Calimesa

908 Park Avenue
Calimesa, CA -92320
(909)795-9801
www.cityofcalimesa.net

APPLICATION FOR PARCEL MERGER

Request is hereby made for approval of the proposed parcel merger as indicated below. We the undersigned owners understand that in order to be approved, the request must conform to the requirements of Chapter 17.15.180 of the Calimesa Municipal Code and the following information must be submitted.

1. General location of lots:

2. Legal description of each existing lot stamped and signed by an LS or RCE, and the recorded owners' names and addresses.

3. Proposed legal description of merged lot stamped and signed by an LS or RCE.

4. Attach separate 8 ½" x 11" sketch (drawn to scale) showing:

- a. Existing lot lines; and
- b. Proposed lot lines.
- c. Location of all structures on all lots;
- d. Location of any easements on all lots;
- e. Distances between buildings and lot lines.
- f. Sketches must be stamped and signed by an LS or RCE.

5. Submit closure calculations for proposed parcel.

6. Attach a preliminary Title Report, Deed Chain or Chain of Title (if property is described as a portion of a lot) and reference maps.

7. Signature of each owner (as indicated on the preliminary title report) consenting to the parcel merger.

Received in the City Engineer's Office on the _____ day of _____, 20____

By _____



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FILING INSTRUCTIONS FOR CERTIFICATE OF PARCEL MERGER

A. APPLICATION FOR CERTIFICATE OF PARCEL MERGER

Type or print legibly the applicant and property owner's names(s), e-mail address, mailing address, phone number. This form must be filled out completely. The applicant must sign the application form, and the recorded owner(s) of the involved parcels must all sign the application form or provide letters of authorization. All signatures must be (wet-signed) originals.

1. Submit a current grant deed for each parcel.
2. Submit a Preliminary Title Report issued by a title company licensed to do business in the State of California dated less than 90 days prior to the date of submittal of this application.

B. CERTIFICATE OF PARCEL MERGER FORM

Complete this form with the names of the current recorded owners, Assessor's Parcel Numbers, and legal description of the merged parcel. This form will be recorded so form must be typed (excluding signatures). No hand-written versions will be accepted. All recorded owner signatures must be wet-signed and notarized.

DO NOT place any text, comments, or marks within those portions of the form designated for City/County use.

C. LEGAL DESCRIPTION (EXHIBIT "A")

1. The Legal Description must be prepared by a licensed land surveyor or a qualified registered civil engineer (registered prior to January 1, 1982.). The new legal description must be wet stamped and wet signed by licensed land surveyor or qualified registered civil engineer who prepared the legal description.
2. The legal description shall be clearly written and shall include an acreage (or square footage) calculation for the merged property.
3. The exhibit shall contain a reference to the applicable Certificate of Parcel Merger application number.

4. The date the exhibit was prepared shall be indicated on the exhibit.
5. If necessary, the exhibit may contain multiple pages, but if so, each page shall contain a reference indicating the applicable page number and the total number of pages.
6. Exhibit "A", "Site Plan", and legal description must be wet-stamped and wet-signed by the Licensed Land Surveyor or qualified Registered Civil Engineer, who prepared the documents.

D. MAP EXHIBIT (EXHIBIT "B")

The map must be drawn in black ink on the 8 ½" x 11" form provided. The map must be clear and readable. The following information must be provided on the map (additional information may be required):

1. Map scale and north arrow.
2. Vicinity map. The location of the project site in relation to existing streets and the distance to the nearest cross-streets. (Must be detailed enough to allow someone not familiar with the area to locate the project site.)
3. The existing and propose lot layout. Show bearings and distances for all parcel lines. Use a heavy solid line for the merged parcel boundary, and light dashed lines to delineate the original boundaries.
4. A number for each parcel (Parcel 1, Parcel 2, etc.) and the net area of each parcel. Net area equals the gross area minus any easements that restrict the surface use of the property such as vehicular, pedestrian, or equestrian easements.

E. SITE PLAN EXHIBIT (EXHIBIT "C")

Since only certain information can be on the official recorded Certificate of Parcel Merger map, a second map is required showing additional information necessary to verify compliance with the adopted county ordinances. This information may be submitted on the attached form labeled SITE PLAN. The following information must be included on the Site Plan:

1. Name, address and telephone number of applicant.
2. Scale (number of feet per inch).
3. Legal description of property and Assessor's parcel number.
4. North arrow (top of map north).
5. Overall dimensions of the property and location of adjoining lot lines.

6. Location and names of adjoining streets. Accurately locate street centerline, and show all existing improvements such as curbs, gutters and curb cuts for entrances.
7. Location and dimensions of existing structures, easements and/or uses.
8. Location, dimensions, arrangement, and numbering of parking spaces or existing and/or proposed parking and loading facilities.
9. Setback dimensions.
10. Location and nature of existing fencing, gates, walls, driveways and curbs.

F. PROCEDURE

1. Interested parties should check with the Planning Department to determine whether the merger proposal complies with all applicable State, and County laws, ordinances, and regulations.
2. The applicant should prepare the forms and map and submit the ORIGINALS to the Planning Department along with the required processing fee. The maps and legal descriptions will be reviewed by the City Engineer to determine whether they are technically correct and in a acceptable form to be recorded. The application, map and site plan will be reviewed to verify compliance with established City Policy and procures, with zoning and land use ordinances, and with administrative procedures established by the Planning Department, and City Council.
3. The Planning Department shall submit to the County Recorder for recordation, the new legal description, Exhibit "B", and a new deed implementing the merger within (20) days after it has been approved by the Planning Department.
4. The county assessor cannot merge parcel boundaries unless all current and past taxes have been paid on he involved parcels. It is the property owner's responsibility to assure that all property tax liabilities have been met.

G. CRITERIA FOR ACCEPTANCE

An application for a Certificate of Parcel Merger may be accepted when it can be determined that the proposal complies with the following specifications:

1. The proposal is consistent with the City of Calimesa General Plan.
2. The parcels to be merged are four or fewer contiguous parcels; and at the time of merger, under common ownership, and written consent has been obtained from all record owners.
3. The parcel as merged will be consistent with the zoning of the property.

4. The parcel as merged will not conflict with the location of any existing structures on the property.
5. The parcel, as merged, will not be deprived access, as a result of the merger.
6. Access to adjoining parcels will not be restricted by the merger.
7. No new lot lines are created through the merger.
8. All parcels to be merged must be legal parcels as defined by the State Subdivision Map Act.

PARCELS NOT CREATED BY PARCEL MAP OR TRACT MAP

If any parcel was not created by a parcel map or tract map, provide documentation showing the subject parcel(s) as a separate parcel based upon the following:

- a. Gift Deeds: Must have been recorded between June 9, 1977 and June 8, 1978 or prior to March 2, 1972.
- b. Parcels of 4 acres or less: Documents dated prior to July 14, 1971.
- c. Parcels greater than 4 acres but less than 60 acres: Documents dated prior to March 4, 1972.
- d. Parcels greater than 60 acres: Documents dated prior to June 6, 1977.
- e. Contiguous held property of multiple parcels: Documents dated prior to June 6, 1977.

Recording requested by:

CITY OF CALIMESA

When recorded mail to:

City of Calimesa

908 Park Avenue

Calimesa, CA 92320

Attn: City Clerk

EXEMPT RECORDING PER
GOVERNMENT CODE 6103

File with: _____

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**CERTIFICATE APPROVING A PARCEL MERGER
PM No. _____**

I/WE, the undersigned owner(s) of record of real property within the City of Calimesa, County of Riverside, hereby DECLARE OUR INTENTION TO MERGE PARCELS into one parcel described on Exhibit "A" (legal description) and shown on Exhibit "B" (plat), and consent to the preparation and recordation of this certificate and the attached description.

And pursuant to the provisions of the Subdivision Map Act (Section 66410 et seq., of the Government Code of the State of California) and the City Subdivision Ordinance regarding MERGER OF PARCELS, the merging of subject real property must be filed with the County Recorder prior to the sale, lease, financing or transfer of the parcels comprising the merger.

LOT 1/PARCEL A

Owner _____

Site Address: _____

City: Calimesa, Ca 92320

APN: _____

Owner Signature <must be notarized>

Owner Signature <must be notarized>

(Notary to attach appropriate acknowledgement)

Note: Owners name(s) and signature(s) must match deeds- see instructions.

Corporation Note: Compliance with Corp Code Section 313 is required if the entity on whose behalf this document is signed is a corporation.

CERTIFICATE APPROVING A PARCEL MERGER
PM No. _____

LOT 2/PARCEL B

Owner's Name: _____

Site Address: _____

City: Calimesa, Ca 92320

APN: _____

Owner Signature <must be notarized>

Owner Signature <must be notarized>

(Notary to attach appropriate acknowledgement)

Note: Owners name(s) and signature(s) must match deeds - see instructions.

Corporation Note: Compliance with Corp Code Section 313 is required if the entity on whose behalf this document is signed is a corporation.

AGENCY APPROVALS

Pursuant to Section 66451.11 of the Government Code of the State of California, the following described properties have been reviewed for a Parcel Merger by the City of Calimesa, and has been approved as authorized by the City Engineer and the Community Development Director of the City of Calimesa.

City Engineer Date
City of Calimesa
(Signature must be notarized)

Community Development Director Date
City of Calimesa
(Signature must be notarized)

CERTIFICATE APPROVING A PARCEL MERGER
PM No. _____

Exhibit "A"
Legal Description of Lots/Parcels

CERTIFICATE APPROVING A PARCEL MERGER
PM No. _____

Exhibit "B"
Plat of Lots/Parcels

CERTIFICATE APPROVING A PARCEL MERGER
PM No. _____

Exhibit "C"
Site Plan