



## **Information Sheet for Application for Voluntary Lot Merger**

**City of Sand City, County of Monterey, California**

**Voluntary Merger of Contiguous Lots under Common Ownership:** Review of a request to merge multiple lots to one lot under the terms of the Subdivision Map Act and the Sand City Municipal Code. Applicant may combine one or more lots into a single parcel.

### **FEES**

- **\$700 per application + County Recording Fees**  
Includes the first review of application materials (once the application is deemed complete) and a second “back check” review. Additional City fees apply for any review and processing of the application and materials beyond two.

County Recording Fees to be determined at time of recordation and will be billed to the applicant and/or property owner after recording the documents described herein.

### **APPLICATION REQUIREMENTS:**

Refer to the Submittal Requirements Check List shown on page 2 of the Application for Voluntary Lot Merger

- ✓ Completed Application for Voluntary Lot Merger
- ✓ \$700 application fee
- ✓ Certificate of Compliance (COC) including proposed Legal Description of Lot Merger (Exhibit “A”) and Plat Map of Lot Merger (Exhibit “B”) to accompany the COC. **(3 copies)**  
Note: It is required that a licensed land surveyor and/or civil engineer prepare the Legal Description and Plat Map.

- ✓ Site Plan of Lot Merger (Exhibit “C”): A reproducible plan map (maximum size 11" x 17") drawn to a legible scale that illustrates the lot merger. **(3 copies)**

**The following must be included on the Site Plan of Lot Merger (Exhibit “C”):**

- Applicant, owner, and plan preparer’s name, address, and phone number
- Vicinity map showing an overview of the project location within Sand City
- North Arrow and Scale
- Address and Assessor’s Parcel Number(s) of the project site
- Existing Boundaries: show dimensions in distances of each existing parcel and its relationship to the adjoining right of way and indicate areas in square feet or acres
- Proposed Boundaries: show dimensions in distances of each proposed parcel and its relationship to the adjoining right of way and indicate area in square feet or acres
- Easements: show location and type of all existing and proposed easements

- Property lines and dimensions of the site and surrounding properties, including adjacent rights-of-way improvements, sidewalks, curbs, etc.
- Outline and identify use of structures on adjacent properties within 10 feet of the subject property
- Existing structures, parking areas, driveways
- An aerial photo of the site may be used to comply with the Site Plan requirements in so far as the items cited herein are clearly shown and noted
- ✓ Signed and notarized Notice of Lot Merger Form (1 copy)
- ✓ Proof of Title in a form acceptable to the City for the affected parcels (1 copy)
- ✓ Copies of latest grant deeds for the existing parcels showing fee title vested in applicant(s)
- ✓ Assessor's Parcel Map Page(s) (2 copies)
- ✓ Supporting Reference Documents (1 copy)
- ✓ Traverse Calculations for Merged Lot, if applicable (1 copy)
- ✓ Signature Authorization (for property owned by a legal entity)
- ✓ **Electronic copies in Adobe PDF format of the application and all supporting documents on a clearly labeled CD or DVD and a Letter of Transmittal identifying the date and items submitted.**

**Note:**

- Failure to include any of the requested items may result in a delay of the application process.
- An example of a Legal Description (Exhibit "A") and Plat Map of Lot Merger (Exhibit "B") is attached for reference.

**CITY REVIEW, PROCESSING, AND RECORDATION**

Once the application is filed, the City will review the application. The City will notify the Applicant if additional materials are required to address City comments, questions, and/or errors. The applicant, or their agent, will be notified when the application is deemed complete and can be processed. **Upon final approval, the City will record the Notice of Lot Merger and the Certificate of Compliance for Voluntary Lot Merger at the office of the Monterey County Recorder.**

The order of recordation is as follows:

1. Notice of Lot Merger
2. Certificate of Compliance for Voluntary Lot Merger

**Note:**

- The lot merger shall be effective when the Notice of Lot Merger and Certificate of Compliance for Voluntary Lot Merger have been recorded. **No building permit shall be issued for development on any portion of the merged parcel prior to recordation of all of these documents.**
- The City will obtain copies of the recorded Notice of Lot Merger and Certificate of Compliance for Voluntary Lot Merger. **Once the City receives the recorded copies, the process will be deemed complete and building permit(s) may be issued.**
- If it appears that the current properties are not legal lots of record in conformance with the Subdivision Map Act, the applicant will be required to complete a Certificate of Compliance for the lots in question before the proposed lot merger process is begun.

**CITY OF SAND CITY  
APPLICATION FOR  
VOLUNTARY LOT MERGER**



(All information must be clearly and neatly written or typed in)

**TO THE CITY ENGINEER**

The Applicant(s) \_\_\_\_\_, being  
the Owner(s) of property(ies) situated at: \_\_\_\_\_

between \_\_\_\_\_ Street and \_\_\_\_\_ Street

Described as: (Legal description) \_\_\_\_\_

APN #(s) \_\_\_\_\_

hereby request(s) a Lot Merger in accordance with a description and plat, copies of which are included along with copies of all required supporting documents per the Submission Requirements Check List, and fees in the amount of \$700.00 herein attached and made part of this application.

**APPLICANT'S DECLARATION**

(We) (I), the undersigned, hereby declare under penalty of perjury that (we are) (I am) all parties having record title interest in the parcels of land (lots) subject of this application and described and shown on attachments submitted herewith, and do hereby consent to the preparation and recordation of a final certification for the Lot Merger shown.

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Name of Owner:

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

**NOTE:** All owners of the parcels of land subject of this Voluntary Lot Merger must **sign** this application and declaration. Lack of signatures by all of the owners will result in rejection of this application. A separate sheet may be attached for additional information and signatures.

Received by: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Date: \_\_\_\_\_

Lot Merger File No. LM - \_\_\_\_\_

**ALL PURPOSE NOTARY ACKNOWLEDGMENT REQUIRED FOR OWNER'S SIGNATURE**

**VOLUNTARY LOT MERGER**  
**SUBMISSION REQUIREMENTS**

Lot Merger Application Fee: \$700.00

**Submission Requirements Check List:**

<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> Signed Application	<input type="checkbox"/> Proof of Title in a form acceptable to the City (1 copy)
<input type="checkbox"/> Fees	
<input type="checkbox"/> Certificate of Compliance (COC) including Exhibit "A" & "B", (3 copies) Exhibit A is the Legal Description of Lot Merger (part of COC), Exhibit B is the Plat Map of Lot Merger (part of COC)	<input type="checkbox"/> Assessor's Parcel Map Page(s) (2 copies)
<input type="checkbox"/> Exhibit C Site Plan of Lot Merger (3 copies)	<input type="checkbox"/> Supporting Reference Documents (1 copy)
<input type="checkbox"/> Notice of Lot Merger	<input type="checkbox"/> Traverse Calculation for merged lot, if applicable (1 copy)
	<input type="checkbox"/> Signature Authorization (for property owned by a legal entity)
	<input type="checkbox"/> Electronic copies on CD/DVD and Letter of Transmittal listing all items submitted

**Project Address:** \_\_\_\_\_ **Min. Lot Size:** \_\_\_\_\_

**Lot Density (Ex. & Prop)** \_\_\_\_\_

**Lot Coverage (Ex. & Prop):** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Property located in Coastal Zone:** Yes  No

**Minimum Set Backs:** \_\_\_\_\_

**Please explain in detail the reason for the Lot Merger** (use separate page if needed)

**OWNER/APPLICANT (Print)**

**CONTACT PERSON (if different than owner)**

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_

**SURVEYOR/ENGINEER:** \_\_\_\_\_

**SURVEYOR/ENGINEER:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_

E-Mail \_\_\_\_\_

**RECORDING REQUESTED BY**

City of Sand City  
Engineering and Public Works Department

**AND WHEN RECORDED MAIL TO**

City Clerk  
City of Sand City  
1 Pendergrass Way  
Sand City, California 93955

APN(s): \_\_\_\_\_

**NOTICE OF LOT MERGER**

The owner(s) of record (.....), of those certain parcels or units of land described in Exhibit "A" and depicted on Exhibit "B" attached hereto and by this reference incorporated herein, has/have made application to the City of Sand City for its approval of a Voluntary Lot Merger pursuant to California Government Code section 66499.20.3 and Sand City Municipal Code section 17.54.010, and a Certificate of Compliance for the parcel of land resulting from the Voluntary Lot Merger.

This is to certify that the undersigned, as the authorized agent for the City of Sand City ("City"), pursuant to Government Code Section 66499.20.3 and Sand City Municipal Code section 17.54.010, has approved application (LM - ) by the undersigned owner(s) of record, to merge the contiguous parcels described on Exhibit "A" and depicted on Exhibit "B" and authorize the waiver of the Notice of Intention and Request for Hearing specified in Sections 66451.13 and 66451.14 of the Subdivision Map Act. This approval of Voluntary Lot Merger shall be effective upon approval and recordation by the City of said Certificate of Compliance for the merged parcel.

CITY OF SAND CITY  
City of Sand City  
1 Pendergrass Way  
Sand City, California 93955

Sign: \_\_\_\_\_

Print Name: Todd Bodem

Title: Community Development Director

Date: \_\_\_\_\_

**OWNER CERTIFICATE:**

I/We hereby attest by my/our signature(s) hereon that I/we am/are all the record title owner/owners of the contiguous separate parcels of land described in Exhibit "A" and depicted on Exhibit "B". I/We also affirm that said property consists of (two or more) contiguous parcels and are under common ownership and that I/we understand that recordation of this Notice of Lot Merger Number LM - shall cause the subject parcels to be merged into a single parcel or unit of land within the meaning of the California Subdivision Map Act and the Sand City Municipal Code.

I/We hereby attest by my/our signature(s) hereon that I/we have initiated this voluntary lot merger and request that the Office of Monterey County Recorder record this Notice of Lot Merger; therefore, I/we do not wish to have a protest hearing to present evidence as to why this Merger Notice should not be recorded; and by my/our signature(s) hereon I/we understand and expressly wave any and all rights to such hearing; and wave the right to all notices required by these provisions.

By executing this notice, the undersigned also warrants, represents and certifies that:

- a. The merger of these parcels will not create a violation of any law, regulation or contract;
- b. The above lots/parcels are in common ownership;
- c. All owners of record of the parcels or units of land subject of this Lot Merger have signed this Notice ; and
- d. I/We agree to hold the City harmless, indemnify and defend it against any claim against the City for damages resulting from the merger.

\_\_\_\_\_  
Name of the record owner (s) per title

\_\_\_\_\_  
Owner signature Date

\_\_\_\_\_  
Print name and title of owner

\_\_\_\_\_  
Owner mailing address

Continued on next page.

**ALL PURPOSE NOTARY ACKNOWLEDGMENT REQUIRED FOR OWNER'S SIGNATURES**

**EXHIBIT "A"**

**EXISTING PARCELS**

**Parcels subject of Voluntary Merger:**

Existing Parcel 1:

APN: \_\_\_\_\_  
(Assessor's parcel number)

Location: \_\_\_\_\_  
(street address or physical location)

Title reference: \_\_\_\_\_  
(Recorded Doc #, book and page or probate No., and grantor)

Legal Description: \_\_\_\_\_  
(Lot and Map number or legal description attach Exhibit B)

Existing Parcel 2:

APN: \_\_\_\_\_  
(Assessor's parcel number)

Location: \_\_\_\_\_  
(street address or physical location)

Title reference: \_\_\_\_\_  
(Recorded Doc #, book and page or probate No., and grantor)

Legal Description: \_\_\_\_\_  
(Lot and Map number or legal description attach Exhibit B)

Note: add additional sheets, as necessary, for additional parcels involved in the lot merger.

**Exhibit "A" shall be completed, stamped and wet signed by a licensed land surveyor or a registered civil engineer (who is licensed to practice surveying).**