



Filing Instructions For Merging of Contiguous Parcels

A. SUBMITTAL REQUIREMENTS

1. Parcel Merger application, with completed and signed Certificate of Merger, Exhibit A, B and C.
2. Traverse with closures of 0.017' of all closed figures on the map where such information is necessary for reasonable interpretation of the legal description or to ascertain compliance with zoning or building codes or protection of the holders of easements.
3. Current title report, less than six (6) months old, for subject properties.
4. Recorded maps that are used as references for established lines.
5. Map check fees as required by the City.
6. Assessor's map and owner sheets.
7. Copy of all mitigation fee receipt. Due to changes in parcel size, additional mitigation fees may be required.
8. The County Assessor cannot merge parcel boundaries unless all current and past taxes have been paid on the involved parcels. It is the property owner's responsibility to assure that all property tax liabilities have been met.

B. CRITERIA FOR APPROVAL

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. Pursuant to the State of California Subdivision Map Act, at the time of merger the proposal consists of merging a parcel or unit with a contiguous parcel or unit under common ownership and written consent has been obtained from all record owners.
2. All parcels to be merged must be legal parcel as defined by the State of California Subdivision Map Act .
3. Pursuant to the State of California Subdivision Map Act, one of the contiguous parcels or units held by the same owner must be in non-conformance to standards for minimum parcel size, under the zoning ordinance of the City of Murrieta.
4. The proposal is consistent with the General Plan & Development Code.
5. The parcels as merged will be consistent with the zoning of the property.
6. The parcels as merged will not conflict with the location of any existing structures on the property.
7. The parcels as merged will not be deprived access as a result of merger (no land lock parcel).
8. No new lot lines are created through the merger.
9. The City Engineer shall have the authority to approve a merger, and a final map shall not be required provided the merger does not involve the following:
 - a. Streets or other easements to be vacated;
 - b. Release of previously posted agreements or securities for improvements;
 - c. Release of previously paid fees or deposits made as a result of the division of the parcels to be merged; and/or
 - d. More than 4 parcels.

C. EXHIBIT "A" – LEGAL DESCRIPTION

A legal description of the merged parcel must be prepared, sign and sealed by a licensed land surveyor or registered civil engineer pursuant to Section 8700 through 8805 of the *Business and Professions Code*, State of California. This form should be typed as it will be one of the recorded documents.

D. EXHIBIT "B" – PLAT

The Plat shall be prepared and signed by a licensed engineer or surveyor and must be legibly drawn on a 8 ½ X 11 or 8 ½ X 14 as approved by the City Engineer. Minimum size of letters is 0.10 inches. At least the following information must be proved on the map (additional information may be required).

1. Map scale and north arrow.
2. The location of the project site in relation to existing streets and the distance to the nearest cross-streets.
3. The existing and proposed lot layout. Show bearing and distances for all parcel lines to delineate the original parcel boundaries.

E. INSTRUMENT OR CERTIFICATE OF MERGER.

Whenever the City considers that contiguous parcels have merged in compliance with the requirements of parcel merger, the Engineering Manager shall cause the preparation of an appropriate instrument which clearly describes the real property deemed merged, specifying the record owner of the property, as listed on the current tax assessor's rolls. The instrument, or notice of merger, shall be filed with the County Recorder, provided that at least 30 days before the recording of the notice, the owner of the parcels to be affected by the merger is advised of the intention to record the notice, in compliance with the procedures specified by State Law (Government Code Section 66451.11 et seq.).

When Recorded, Return Original To: CITY OF MURRIETA Attn. City Clerk's Office 1 Town Square Murrieta, CA 92562	THIS SPACE TO BE USED BY THE RECORDER'S OFFICE
And Return Copy To:	

CERTIFICATE OF PARCEL MERGER _____

Record Owners (print or type)	Assessors Parcel Number of Existing Parcels

LEGAL DESCRIPTION OF MERGED PARCEL: See Attached

I (we) hereby certify that 1.) I am (we are) the record owner(s) of all parcels proposed for merger by this application, 2.) I (we) have knowledge of a consent to the filing of this application and 3.) The information submitted in connection with this application is true and correct. Signature(s) of Record Owner(s):	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 5px;">City of Murrieta Planning Department:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">This Certificate of Parcel Merger No. _____ is hereby approved.</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Reviewed by:</td> </tr> <tr> <td style="padding: 5px;">Title: _____</td> <td style="padding: 5px;">Date: _____</td> </tr> <tr> <td colspan="2" style="padding: 5px;">City Surveyor's Approval:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">By: _____</td> </tr> <tr> <td colspan="2" style="padding: 5px; text-align: center;">Michael L. Foreman, Land Surveyor PLS 5778</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Title: <u>Acting City Surveyor</u></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Date: _____</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Attested by: _____</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Title: _____</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Date: _____</td> </tr> </table>	City of Murrieta Planning Department:		This Certificate of Parcel Merger No. _____ is hereby approved.		Reviewed by:		Title: _____	Date: _____	City Surveyor's Approval:		By: _____		Michael L. Foreman, Land Surveyor PLS 5778		Title: <u>Acting City Surveyor</u>		Date: _____		Attested by: _____		Title: _____		Date: _____	
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Date: _____																									
Pcl A: _____ Type Name, Title here:																									
Pcl B: _____ Type Name, Title here:																									
Pcl C: _____ Type Name, Title here:																									
Pcl D: _____ Type Name, Title here:																									

Attach Appropriate Notary Acknowledgement Form(s) for all Signatures

**EXHIBIT "A" – LEGAL DESCRIPTION
CERTIFICATE OF PARCEL MERGER NO. _____**

RECORD OWNER(S)	OWNER(S) ADDRESSES	ASSESSOR'S PARCEL NUMBER(S)

Large empty rectangular area for providing the legal description of the parcel merger.

**EXHIBIT "B" – MAP
CERTIFICATE OF PARCEL MERGER NO. _____**

Map prepared by:
Address:
Phone Number:

Scale: