



# Lot Merger

Engineering Services Division

## 1<sup>st</sup> Plan Check Submittal Checklist

Tract / Parcel Map / APN / Address	Date Submitted
Engineering/Land Surveying Firm	Submitted by
Phone Number	Email

### INCOMPLETE SUBMITTAL PACKAGES WILL NOT BE ACCEPTED

#### A COMPLETE LOT MERGER SUBMITTAL PACKAGE INCLUDES:

*Note: See "Owner Request for Lot Merger Submittal Requirements" for specific details.*

- 1)  Plan Review Application Form.
- 2)  Entitlement Application Form.
- 3)  Processing Fee.
- 4)  Notice of Merger for Lot Merger No. LMR\_\_\_\_\_ with legal description and exhibit map prepared and stamped by a person licensed to perform land surveying in the State of California.
- 5)  Letter of Authorization to sign (if a corporation or partnership owns the subject parcel).
- 6)  Closure calculations, with areas, for the Lot resulting from the Lot Merger.
- 7)  Preliminary Title Report (no more than 60 days old) for each parcel involved.
- 8)  Recorded grant deed for each parcel involved.
- 9)  Recorded map(s), or recorded Certificate(s) of Compliance establishing compliance with the State of California Subdivision Map Act for each of the existing parcels.
- 10)  County Assessor Maps for all parcels involved.
- 11)  Lot Merger Site Map – five (5) copies.

*Note: Additional items may be required to be submitted as the checking process continues.*

Comments: \_\_\_\_\_

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Submittal returned without review: \_\_\_\_\_

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