



City of Desert Hot Springs

11999 Palm Drive • Desert Hot Springs, CA 92240
www.cityofdhs.org • 760-329-6411 • Fax: 760-288-0639

PARCEL MERGER APPLICATION

INTRODUCTION

A lot merger is the process of combining two separate and distinct parcels into one parcel. Mergers are processed at the request of property owners by the Planning Department. A merger takes approximately two to three weeks to process.

APPLICATION PACKAGE SHALL CONSIST OF:

1. Completed application form (one copy).
2. Signed and notarized Notice of Merger.
3. A detailed plot plan meeting the requirements of the attached plot plan guidelines. One copy, no larger than 11" x 17", should be submitted.

APPLICATION REVIEW AND APPROVAL PROCEDURE:

1. Application package submitted to the Planning Department.
2. Planning Staff reviews the application package. If determined incomplete, the applicant will be notified of the deficiencies. If the package is deemed complete, Planning Staff will proceed with processing.
3. Property Ownership Verification, Property Tax Verification, and General Plan and Zoning Code Consistency. Once the package is complete, staff will verify property ownership, check on the status of property taxes for the parcels, and verify that the proposed merger is consistent with applicable City policies.
4. Review and approval by Director. The Director of Planning will review the merger application and pertinent background information and take action. The merger may be denied, approved, or approved with conditions. The applicant will be notified of the Director's decision.
5. Appeal of the Decision. The applicant or other interested parties can appeal the decision of the Planning Director to the Planning Commission. If an appeal is filed, the merger will not be recorded at the County Recorder's Office until the appeal is considered and a decision is rendered by the Planning Commission. A completed appeal application with accompanying fees must be field with the Planning Department within 15 days of the date of the decision.



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PARCEL MERGER APPLICATION

Name of Applicant/Agent	
Applicant Street Address	
Home Phone	
Work Phone	
Mobile Phone	
E-Mail Address	

Name of Owner (if other than applicant)	
Owner Street Address	
Home Phone	
Work Phone	
Mobile Phone	
E-Mail Address	

Assessor's Parcel Number(s)	
Project Description	

THE FOLLOWING INFORMATION MUST BE INCLUDED IN THE APPLICATION SUBMITTAL PACKAGE:

1. **A Plot Plan** - A reproducible plot plan map (maximum size 11" x 17") drawn to a legible scale which illustrates the lot merger. The plot plan must contain sufficient detail to verify conformance with existing zoning and building regulations. The plot plan must illustrate the following items where applicable:
 - a. Existing and proposed lot areas.
 - b. Existing surface and subsurface structures and improvements.
 - c. Existing and septic systems and well locations,
 - d. Streams and waterways,
 - e. Existing/proposed easements and access routes,
 - f. And any unusual topographic features or other information (such as compliance with minimum setback requirements (which may be pertinent to review and approval of the application.

2. Appropriate application fee.

3. Signed Notice of Merger Form.

I/we certify that I/we are the owners of the subject property or that I/we have been authorized by the owners to process this application.

Signature

Date

Print Name

CITY OF DESERT HOT SPRINGS

**RECORDING REQUESTED BY
CITY OF DESERT HOT SPRINGS**

WHEN RECORDED MAIL TO:

City of Desert Hot Springs
11999 Palm Drive
Desert Hot Springs, CA 92240

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

NOTICE OF MERGER

PM _____ - _____

For Real Property Located within
The City of Desert Hot Springs, Riverside County

I. Parcels to be Merged:

(List all lots/parcels to be merged by Assessor's Parcel Number and/or deed reference)

II. Signature of Record Title Owners:

(This document will be recorded. All record title owners must sign below, and their signatures must appear as reflected on the recorded deeds. **All signatures must be notarized.**) **SEE ATTACHED.**

III. City Approval:

This Notice of Merger has been reviewed and approved by the City of Desert Hot Springs Planning Department.

APPROVED:

Signature

City Engineer _____

Printed Name

Date

ATTEST:

Signature

City Clerk _____

Printed Name

Date

WHEN RECORDED MAIL TO:

City of Desert Hot Springs
11999 Palm Drive
Desert Hot Springs, CA 92240

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PM _____ - _____

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The City of Desert Hot Springs, Riverside County

I. Parcels to be Merged:

(List all lots/parcels to be merged by Assessor's Parcel Number and/or deed reference)

II. Signature of Record Title Owners:

(This document will be recorded. All record title owners must sign below, and their signatures must appear as reflected on the recorded deeds. All signatures must be notarized).

I/we _____, hereby attest by our signature(s) hereon that (I/we) (am/are) all the record title (owner/owners) of the above reference real property. (I/we) also affirm that said property consists of two or more contiguous lots under our common ownership and that (I/we) understand that recordation of this Notice of Merger shall cause the subject parcels to be merged into one parcel and that further actions to sell, lease, or finance portions of the subject parcel shall be subject to applicable provisions of the City's subdivision regulations.

I/we _____, hereby attest by our signature(s) hereon that (I/we) have initiated this merger and are requesting that the County record this Notice of Merger; therefore (I/we) do not wish to have a protest hearing to present evidence as to why this Notice of Merger should not be recorded; and by our signature hereon (I/we) understand and expressly waive any and all rights to such a hearing.

Name of company/partnership/
corporation

1. NAME _____

Signature (must be notarized) Date

STATE OF CALIFORNIA)SS

COUNTY OF _____

On _____, before me, _____ personally appeared

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in hi/her/their authorized capacity(ies), and that by he/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary

Name of company/partnership/
corporation

2. NAME _____

Signature (must be notarized) Date

STATE OF CALIFORNIA)SS

COUNTY OF _____

On _____, before me, _____ personally appeared

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in hi/her/their authorized capacity(ies), and that by he/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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Signature of Notary

Name of company/partnership/corporation _____

3. NAME _____

Signature (must be notarized) Date

STATE OF CALIFORNIA)SS

COUNTY OF _____

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Signature of Notary

Name of company/partnership/corporation _____

4. NAME _____

Signature (must be notarized) Date

STATE OF CALIFORNIA)SS

COUNTY OF _____

On _____, before me, _____ personally appeared

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in hi/her/their authorized capacity(ies), and that by he/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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WITNESS my hand and official seal.

Signature of Notary

**CERTIFICATE OF MERGER
APPLICATION SUBMITTAL REQUIREMENTS AND CHECKLIST**

Prior to submitting a Certificate of Merger Application, it is requested that the applicant discuss the application requirements, procedures, zoning provisions and possible conditions of approval with the Planning Department, and Public Works staff. Please note that acceptance of your application is not an indication of approval.

NOTICE

No merger of lots or parcels already improved with one or more living units shall be approved pursuant to this section unless the resulting single merged lot or parcel complies with the density requirements of the applicable zoning ordinance.

A. SPECIFIC INFORMATION

The following specific information and material shall accompany a uniform Application at the time of submittal. Applicants will not be considered complete, nor will they be acted upon until all submittal requirements have been met. All items, maps and exhibits submitted in support of this application shall become the property of the City of Desert Hot Springs.

This checklist is designed to assist applicants in making sure all necessary information is included in their application packet. Please include this checklist along with your submittal.

	Applicant	City
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|-----|--|--|
| 1. | | A completed, signed, Uniform Application. If the application is signed by an agent for the owner, the agent authorization form, on the back side, must be completed. The application shall not be accepted unless signed by the owner or authorized agent. |
| 2. | | Payment of the currently required Application Fees. |
| 3. | | Preliminary Title Report(s) dated within 6 months of application submittal, showing all affected owners. |
| 4a. | | An Owners' consent to merger for each resulting merged parcel, signed by all owners of record and <u>notarized</u> . |
| 4b. | | Copy of legal description, prepared by a licensed Land Surveyor or Civil Engineer, describing each merged parcel. |
| 5. | | Copies of a detailed site plan drawn to scale, shall be submitted. Additional copies of the map shall be made available by the applicant or engineer/surveyor to the Department upon request. All maps shall be drawn on uniform size sheets no less than 8 ½" x 11". The detailed map should include:

➤ The parcels to be merged indicating the Assessor Parcel Number(s) for each parcel. |

- For subdivision/parcel maps, indicate the book page, block and lot(s) for each parcel to be merged.
- Indicate existing improvements including but not limited to structures, septic systems, and wells, if any, and their locations on the property showing the distances from the property lines.

B. APPROVAL REQUIREMENTS

A Certificate of Merger is subject to approval by the Planning Director and/or his/her designee. Consideration for approval will occur after review of any comments that have been received in response to the public notice in the newspaper and to affected agencies and property owners within a 300-foot radius is given.

Additional information may be required in order to clarify, amplify, correct or otherwise supplement the above submittal information, as deemed necessary by the Department of Planning and Permits.

I certify that all required information and materials have been submitted with this application.

Signature of Applicant/Agent

Date

Printed Name

**THE DECISION OF THE DIRECTOR IS FINAL UNLESS
APPEALED WITHIN 10 CALENDAR DAYS**

EXAMPLE

Exhibit A

Legal Description for Lot Merger

Being a merger of Lots 121, 122, 123, and 124 of Desert Hot Springs Annex Unit No. 2, Book 27, Pages 96, 97, and 98 of Maps, Records of Riverside County, California, and more particularly described as follows:

Beginning at the most Northwesterly Corner of said Lot 124; thence South $0^{\circ}03'30''$ East, 252.00 feet to the Southwesterly Corner of said Lot 121; thence along the Southerly Boundary of said Lot 121 North $89^{\circ}58'30''$ West, 123.05 feet to the Southeasterly Corner of said Lot 121; thence along the Easterly Boundary of said Lot 121 and Lot 122, North $0^{\circ}03'30''$ West, 96.87 feet to a point on the Easterly Boundary of said Lot 122 which is the beginning of a tangent curve Concave Southeasterly, which has a radius of 530 feet, continuing along said curve, a length of 157.40 feet to the most Easterly Corner of said Lot 124; thence continuing along the Northerly Boundary of said Lot 124 North $89^{\circ}58'30''$ West 146.25 feet to the Point of Beginning.

Prepared by:

Bolton Engineering Corporation


Daniel J. Bolton, RCE 63290

7/22/04

July 22, 2004



COPY