

Planning and Building Agency
 Planning Division
 20 Civic Center Plaza
 P.O. Box 1988 (M-20)
 Santa Ana, CA 92702
 (714) 647-5804
 www.santa-ana.org

VOLUNTARY LOT MERGER Application

Project Address(es): _____

Owner's Name: _____

Company Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Mail all correspondence to: _____

Mailing Address: _____

E-mail: _____

We, the undersigned, request approval of a Voluntary Merger of Lots, Parcels, or Tracts known as (site brief legal description):

Orange County Assessor's Parcel Numbers: _____, as provided for in Government Code §66499.20¾ (State Subdivision Map Act) and Article XI of Chapter 34 of the Santa Ana Municipal Code.

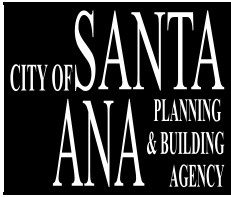
Reason for Voluntary Merger: _____

We are the owners of record of the real property described above and we attach:

- A. A current Title Report (within 60 days) showing that we are the owners of record of all real property to be affected by the proposed Voluntary Merger and listing all owners of any interest in the real property proposed for Voluntary Merger; and,
- B. Pursuant to Chapter 34, the lots to be merged shall be legally created parcels. Submit copies of documents or maps to substantiate parcel validity.

If the lots to be merged are determined on review to have been created illegally, a Conditional Certificate of Compliance may be required to be obtained prior to submitting the application for the Voluntary Merger.

Pursuant to §34-172 of the Santa Ana Municipal Code, where a Record of Survey is deemed necessary by the Executive Director of the Planning and Building Agency or by the owner of record in order to adequately monument and define the boundaries of the merged parcels, such Record of Survey, made in compliance with the Professional Land Surveyor's Act, it shall be submitted for review to the Orange County Surveyor and filed at the same time as the Petition for Voluntary Merger.



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The fee required for processing and reviewing the Voluntary Merger documents (see current fee schedule) is to be submitted at the same time as the petition.

In support of this Petition for Voluntary Merger, we declare that the following items are true and complete and shall be completed prior to the issuance of the Voluntary Merger:

- A. The merger will not affect any fee title, grants, easements, reservations, rights agreements, conditions, covenants, restrictions, dedications, offers to dedicate or security provided in the connection with any approvals of the division of real property or lot line adjustment; and,
- B. The boundaries of the merged parcel are well defined in existing recorded documents with adequate monumentation per filed maps or monuments are capable of rehabilitation by filing corner records or a records of survey; and,
- C. The merger will not alter the exterior boundary of the parcels to be merged; and,
- D. The document to be used to effect the merger contains an accurate description and Exhibit Map of the exterior boundaries of the resulting parcel; and,
- E. Owners, Trustees or Beneficiaries, having any record title interest in the real property affected consent to the merger in this petition, excepting those interests that are excepted from the requirement to consent to the preparation and the recordation of Final Maps under the provisions of the California Government Code §66436 (according to the terms, provisions, reservations and restrictions provided for such consent).
- F. The lots to be merged are legal parcels.

 Name Printed

 Signature Date

 Title

 Name Printed

 Signature Date

 Title

 Name Printed

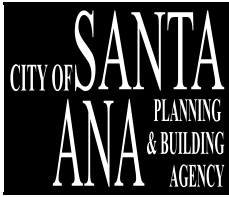
 Signature Date

 Title

 Name Printed

 Signature Date

 Title



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VOLUNTARY LOT MERGER Petition Preparation Instructions

Instructions for Preparation of Petition for Certificate of Merger

I. Application for Certificate of Parcel Merger

This application form must be filled out completely including the names of the current owners of record and the Assessor's parcel numbers of the parcels to be merged. The record owners of the involved parcels must all sign the application form or provide letters of authorization for a representative to sign on their behalf. Full legal descriptions for the existing parcels must accompany the application. Submit a copy of the current grant deed for each parcel. It is highly encouraged that other City departments, such as Fire and the Building Division, be contacted prior to proceeding with a Voluntary Lot Merger, as Code requirements may impact the project.

II. Exhibit "A" – Legal Description

A legal description of the merged parcel must be prepared and stamped by a licensed land surveyor or by a registered civil engineer with registration prior to January 1982. This form should be typed as it will be one of the recorded documents.

III. Exhibit "B" – Map

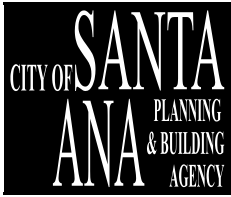
The map must be drawn in black ink in an 8½" x 11" format. The map must be clear and readable. The following information must be provided on the map (additional information may be required):

- A. Map scale and north arrow.
- B. 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).
- C. The existing and proposed 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 parcel boundaries. The bearings and distances shall be based upon recorded documents and maps or on a record of survey required pursuant to §34-172 of the Santa Ana Municipal Code.

IV. Site Plan

Since only certain information can be on the official recorded Certificate of Parcel Merger map (Exhibit "B"), a second map is required showing additional information necessary to verify compliance with the adopted City Ordinance. This information may be submitted on the form labeled SITE PLAN. The following information must be included on the Site Plan.

- A. Name, address, and telephone number of applicant.
- B. Scale (number of feet per inch).
- C. Legal description of property and Assessor's parcel number.
- D. North arrow oriented to top of page whenever feasible.



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- E. Overall dimensions of the property and location of adjoining lot lines.
- F. Location and names of adjoining streets. Accurately locate street centerline and show all existing improvements such as sidewalks, street trees, curbs, gutters, and curb cuts for entrances.
- G. Location and dimensions of existing structures, easements, and/or uses.
- H. Location, dimensions, arrangement, and numbering of parking spaces or existing and/or proposed parking and loading facilities.
- I. Setback dimensions.
- J. Location and nature of existing fencing, gates, walls, on-site landscaping, driveways, and curbs.
- K. Prominently show the words "FOR REFERENCE ONLY."

V. Processing Fee

- A. See Planning Division Current Fee Schedule.
- B. Contact the Public Works Agency at (714) 647-5690 for the additional plan check fee that will need to be paid prior to the start of the plan check process.

VI. Preliminary Title Report

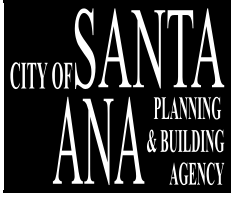
A preliminary Title Report is required prior to review of the application by the Planning and Building Agency.

VII. Record Owners

Written consent of all owners of record interest (e.g., private easements) will be required prior to approval of the Certificate of Parcel Merger.

VIII. Deeds

Copies of the current grant deeds describing each of the individual parcels to be merged shall accompany the application.

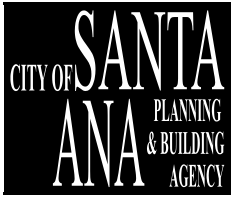


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VOLUNTARY LOT MERGER Staff Checklist

For Staff Use Only

- A. Petition for Voluntary Merger (signed by owners)
- B. Processing fee – see current fee list
- C. Current Title Report (within 6 months)
- D. Copy of document or map legally creating the parcels to be merged
- E. Certificate and Declaration of Voluntary Merger (signed by Owners)
- F. Certificate and Declaration of Voluntary Merger (signed by Holders of Record Title Interest)
- G. Notary Statement for all signatories
- H. Exhibit A – Legal description of parcel in post merger configuration
- I. Exhibit B – Exhibit map
- J. Legal description of original lots prior to merger per Title Report (sketch or reduction of Assessor's map)
- K. Certificate of Merger with notarized signature by the Planning Manager
- L. Agent Authorization Form (affidavit power of attorney, if applicable)



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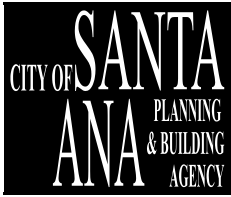
VOLUNTARY LOT MERGER

VOLUNTARY LOT MERGER NO. _____

(Legal Description)

OWNERS	EXISTING PARCELS AP NUMBER	PROPOSED PARCELS REFERENCE NUMBER

EXHIBIT A



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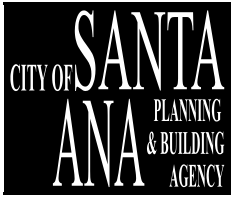
VOLUNTARY LOT MERGER

VOLUNTARY LOT MERGER NO. _____

(Plot Map)

OWNERS	EXISTING PARCELS AP NUMBER	PROPOSED PARCELS REFERENCE NUMBER

EXHIBIT B



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VOLUNTARY LOT MERGER

VOLUNTARY LOT MERGER NO. _____

(Site Plan)

OWNERS	EXISTING PARCELS AP NUMBER	PROPOSED PARCELS REFERENCE NUMBER

EXHIBIT C