



# City of Beaumont

550 E. 6<sup>th</sup> Street  
Beaumont, CA 92223  
(951) 769-8520  
www.beaumontca.gov

## APPLICATION FOR CERTIFICATE OF PARCEL MERGER

Record Owner \_\_\_\_\_

Representative \_\_\_\_\_

Property Data:

Assessor Parcel Nos: Parcel 1 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Parcel 2 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Parcel 3 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Parcel 4 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Section, Township, Range: Sec \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_

Request: (include number of contiguous parcels to be merged and why merger is requested.) \_\_\_\_\_

Application Fee: \$1,200.00 in payable to CITY OF BEAUMONT.

(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 and consent to the filing of this application, and 3) the information submitted in connection with this application is true and correct.

\_\_\_\_\_  
(Letters of Authorization may be attached)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Representatives Signature \_\_\_\_\_

\_\_\_\_\_  
Date

### OFFICE USE ONLY

Case No. \_\_\_\_\_

Zoning \_\_\_\_\_

Related Cases \_\_\_\_\_

Receipt No. \_\_\_\_\_

# **FILING INSTRUCTIONS FOR CERTIFICATE OF PARCEL MERGER**

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The following instructions are intended to provide the necessary information and procedures to facilitate the processing of the Certificate of Parcel Merger application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

## **I. REQUIREMENTS FOR FILING APPLICATION:**

The application for Certificate of Parcel Merger requires the completion of simple forms requiring ownership and legal descriptions of the properties involved, the preparation of maps illustrating the proposal, and the payment of a processing fee. The legal owners of the parcels involved will be responsible for the accuracy of all information submitted in connection with this application.

These items, which are required to be submitted, will be legal documents that must be recorded. Therefore, the forms must be typed, and the exhibits drawn legibly. Also, to ensure the reproducibility of the documents, use black on all forms and maps.

To accurately compile the information required, the services of a draftsman, engineer, surveyor, or title insurance company may be advisable and, in some cases, essential.

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 ensure that all property tax liabilities have been met.

## **II. CRITERIA FOR ACCEPTANCE**

An application for a Certificate of Parcel Merger may be accepted when it can be determined that the proposed complies with the following specifications:

1. The proposed is consistent with the Beaumont General Plan.
2. The parcels to be merged are, at the time of merger, under common ownership and written consent has been obtained from all record owners.
3. The parcel as merged will be consistent with the zoning of the property.
4. The parcel as merged will not conflict with the location of any existing structures on the property.
5. The parcel as merged will not deprive access as a result of the merger.

6. Access to adjoining parcels will not be restricted by the merger.
7. No new lot lines are created through the merger
8. All parcels to be merged must be legal parcels as defined by the State Map Act.

### **III. ITEMS TO BE SUBMITTED**

#### **A. APPLICATION FOR CERTIFICATE OF PARCEL MERGER**

This form must be filled out completely. The record owners of the involved parcels must all sign the application form or provide letters of authorization. Full legal descriptions for the existing parcels must accompany the application. Submit a copy of the current grant deed for each parcel.

#### **B. LEGAL DESCRIPTIONS**

Submit Assessor's Parcel Numbers and typed metes and bounds legal description of a new parcel as merged.

#### **C. PRELIMINARY TITLE REPORTS**

A Preliminary Title Report is required prior to review of the application.

#### **D. CONSENT OF RECORD OWNERS**

Written consent of all owners of record is required as part of the application.

#### **E. EXISTING PARCEL BOUNDARY MAP**

The following information is required on the EXISTING PAREL BOUNDRIES MAP:

1. Map, to scale and North arrow
2. Location map
3. Location of existing structures and easements
4. Bearings and distances of all existing property lines as existed before merger.

#### **F. GRANT DEEDS**

Copies of grant deeds for the existing parcels are required to verify legal descriptions.

**G. NEW PARCEL BOUNDARY MAP**

1. Map to scale and North arrow
2. Location Map
3. Location of existing structures and easements
4. Bearings and distances of all boundary lines and existing after merger.

**IV. PROCEDURE**

- A. Interested parties should check with the City of Beaumont Planning Department to determine whether the merger proposal complies with all applicable State and City law, ordinances, and regulations.
- B. The applicant should prepare the forms and maps and submit the ORIGINALS to the Beaumont Planning Department along with the required processing fees. The maps and legal descriptions will be reviewed by the City Engineer to determine whether they are technically correct and in acceptable form to be recorded. The application and maps will be revised to verify compliance with established City policy and procedures, with zoning and land use ordinances, and with administrative procedures established by the Planning Director.
- C. The Planning Director shall submit to the Riverside County Recorder for recordation the new legal description and map exhibits within twenty (20) days after it has been approved by the Planning Director.

Plat checklist:

- \_\_\_\_\_ 1. Plats must be on 8 ½” x 11 ½” paper with ½” borders. The borders must be kept clear of any drafting or notations.
- \_\_\_\_\_ 2. “Exhibit” must be labeled in bold and/or in a larger size font.
- \_\_\_\_\_ 3. Font must be size 10 or larger and Arial or similar style.
- \_\_\_\_\_ 4. Reference the project and the type of dedication/conveyance on the plat.
- \_\_\_\_\_ 5. Keep any data that is not relevant to the description such as company name, work order numbers, etc. in a title block at the bottom of the plat.
- \_\_\_\_\_ 6. Number each page of the plat and its relationship to the total number of pages.
- \_\_\_\_\_ 7. Plats must be “wet signed”, sealed and dated by a qualified surveyor/engineer.
- \_\_\_\_\_ 8. Leave enough room (1 ½” x 2 ½”) somewhere on the plat for the County to approve and sign.
- \_\_\_\_\_ 9. Note the section, township and range, (projected if in a rancho) on the plat.
- \_\_\_\_\_ 10. Indicate the easement by a distinctive bold border and/or crosshatching.
- \_\_\_\_\_ 11. Show all survey data, bearings, distances, and dimensions of the dedication/conveyance with ties to existing lot corners, section corners, street centerlines, etc.
- \_\_\_\_\_ 12. Show the relationship to adjoining existing easements.
- \_\_\_\_\_ 13. Include radial bearings on curves at points that are nontangent, reverse, etc.
- \_\_\_\_\_ 14. Show the POB, POC, TPOB, etc. on the plat.
- \_\_\_\_\_ 15. All plats must have a north arrow and graphic bar scale with annotation.
- \_\_\_\_\_ 16. All plats shall be oriented with north to the top or side of the page, with data readable in the same direction.
- \_\_\_\_\_ 17. Do not use the terms “future”, “proposed”, “temporary”, etc.
- \_\_\_\_\_ 18. Include surveyor’s/engineer’s notes if necessary.
- \_\_\_\_\_ 19. A vicinity map is required unless the nearest cross streets are shown on the plat
- \_\_\_\_\_ 20. Use details when necessary.
- \_\_\_\_\_ 21. The entire easement/conveyance shall be shown on one sheet. Additional sheets may be used to show individual parcels, details or portions, of the easement when necessary to show all required data and avoid cluttering.
- \_\_\_\_\_ 22. Boundary line of project area should be boldest.

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Legal Descriptions checklist:

- \_\_\_\_\_ 1. Legal descriptions must be on 8 ½" x 11 ½" paper with 1" margins.
- \_\_\_\_\_ 2. "Exhibit" must be labeled at the top of the page in bold and/or in a larger size font.
- \_\_\_\_\_ 3. Reference the project and the type of dedication/conveyance in the heading below "Exhibit".
- \_\_\_\_\_ 4. Font must be size 10 or larger and Arial or similar style.
- \_\_\_\_\_ 5. Place any additional data that includes numbers, such as dates and work order numbers at the bottom of the page or at the end of the description.
- \_\_\_\_\_ 6. Number each page of the legal description and its relation to the total number of pages.
- \_\_\_\_\_ 7. Legal descriptions must be "wet signed", sealed and dated by a qualified surveyor/engineer.
- \_\_\_\_\_ 8. Leave enough room (1 ½" x 2 ½") at the end of the legal description for the County to approve and sign.
- \_\_\_\_\_ 9. Double space between each course on the legal description (begin a new paragraph with each **Thence**), single space between lines within the same course.
- \_\_\_\_\_ 10. The preamble must include the section, township and range or the rancho in which the property described lies within.
- \_\_\_\_\_ 11. **Commencing, Beginning, Point of Beginning, True Point of Beginning, Point of Termination, Thence**, etc. must be in bold.
- \_\_\_\_\_ 12. Show the area of the property being described. Show the acreage to the nearest hundredth if ¼ acre or more, show square feet if less than ¼ acre.
- \_\_\_\_\_ 13. All curves must be identified as being tangent, nontangent, etc. and must include a radial bearing if it is not a tangent curve.
- \_\_\_\_\_ 14. Use along and to calls when necessary.
- \_\_\_\_\_ 15. When referencing record maps with three or more pages use "inclusive" after the last page number. Example: Map Book 157, Pages 24 through 37 inclusive.
- \_\_\_\_\_ 16. Do not use the terms "future", "proposed", "temporary", etc., as a reference or on a description.
- \_\_\_\_\_ 17. Include a reference to the plat exhibit at the end of the legal description.

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**Recording Requested By:**  
City of Beaumont

**When Recorded Mail To:**  
City of Beaumont  
550 E. Sixth Street  
Beaumont, CA 92223

**CERTIFICATE OF PARCEL MERGER NO. \_\_\_\_\_**

RECORDED OWNER(S)

\_\_\_\_\_  
\_\_\_\_\_

ASSESSOR PARCEL NUMBER(S)

\_\_\_\_\_  
\_\_\_\_\_

**LEGAL DESCRIPTION OF ADJUSTED PARCEL**

SEE ATTACHED EXHIBIT "A" AND EXHIBIT "B" ATTACHED HERETO AND MADE A PART THEREOF.

**SIGNATURE OF RECORD OWNER(S) (MUST BE NOTARIZED)**

**DEPARTMENT USE ONLY**

PROPERTY "A" \_\_\_\_\_  
Title/ company (if applicable)  
Print Name:  
PROPERTY "B" \_\_\_\_\_  
Title/ company (if applicable)  
Print Name:  
PROPERTY "C" \_\_\_\_\_  
Title/ company (if applicable)  
Print Name:  
PROPERTY "D" \_\_\_\_\_  
Title/ company (if applicable)  
Print Name:

See Attached Notary

**This Certificate of Parcel Merger of \_\_\_\_\_ is approved**

By: \_\_\_\_\_

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

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

**SURVEY DEPARTMENT APPROVAL**

**EXHIBIT "A"**  
**LEGAL DESCRIPTION**  
**PARCEL MERGER NO. \_\_\_\_\_**

**EXHIBIT "B"**  
**VICINITY MAP**  
**PARCEL MERGER NO. \_\_\_\_\_**

