



City of Temple City

# LOT MERGER

CHECKLIST AND APPLICATION

## ITEMS REQUIRED

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included for all applications. Certain types of projects may require additional items, as specified on this checklist and supplemental application forms. If any item(s) identified on this checklist is/are not included with the submittal and full payment has not been tendered, the project will not be accepted for submittal. Issuance of a full payment receipt serves as the "Statement of Application," pursuant to GCS 65940. All applicable fees can be found in the city's most current fee schedule. Prior to submittal, consultation with the Planning Division is required to confirm all necessary submittal items to deem the application materially-complete. This checklist is intended to guide applicants in submitting a complete application. The determination of application completeness will be made in accordance with the Permit Streamlining Act.

Address(es) \_\_\_\_\_

- ☐ Complete this Lot Merger Application and pay applicable fee (See current fee schedule)
- ☐ Complete sets of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Plans must be: drawn to scale and fully dimensioned. Provide required number of copies of the following plans in the required sizes:

| Plans                             | Full Size<br>(24" x 36") | Digital<br>(.dwg & pdf) |
|-----------------------------------|--------------------------|-------------------------|
| Site Plan (Existing and Proposed) |                          | 1                       |
| Survey and Parcel Maps            |                          | 1                       |

- ☐ Current Title Report and legal description.
- ☐ Copy of the current owner's recorded deed.
- ☐ Copy of Assessor's Parcel Map.
- ☐ Documentation of recorded access to the subject property (unless abutting a public street), if not recorded with the current's deed.
- ☐ Certificate of Compliance for Lot Merger
  - A. Certificate of Compliance
  - B. Exhibit "A" Legal Description Prior to Lot Merger
  - C. Exhibit "B" Legal Description After Lot Merger
  - D. Exhibit "C" Owner's Certification (Signed and notarized)
  - E. Exhibit "D" Plat of Property Showing the Lot Merger
- ☐ Traverse calculations and closures of parcel(s).
- ☐ Copy of underlying record map, parcel map or record of survey.
- ☐ Proposed grant deed and new legal descriptions, if necessary for conforming parcels.
- ☐ Submit sufficient evidence that affected parcels are legal, separate parcels.
- ☐ Legal descriptions and exhibits shall be prepared by a Registered Civil Engineer or Licensed Land Surveyor.
- ☐ The plat must show and include the following information:
  - A. North arrow and scale.
  - B. Abbreviated legal description (for entire project site only).



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- C. All parcels alphabetically labeled "Parcel A", "Parcel B", etc.
  - D. Current Assessor's Parcel Number (APN) of each existing parcel.
  - E. Owner's name of parcel.
  - F. Existing boundary line to be adjusted shown as a short dashed line and labeled: "Existing Boundary." Show other existing boundaries as solid lines.
  - G. Proposed boundary line shown as solid line and labeled: "Proposed Boundary."
  - H. Boundary dimensions of each parcel.
  - I. Name, width and location of all existing and/or proposed street and road easements on or adjacent to the site. Also, identify legal access to the site.
  - J. Net area of each parcel.
  - K. Name, address, telephone number, and signature of each person who prepared the plat.
  - L. Existing structures and setback dimensions to the new property lines.
- ☐ In case the lots are developed, submit a site plan showing existing structures' setbacks to the property lines. Site plan with proof of approval from Building Official shall be included in the submittal.
- ☐ Any other items required by the Planning Department:

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### FOR OFFICE USE ONLY

Case Number: \_\_\_\_\_

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