



Voluntary Lot Merger

APPLICATION + SUBMITTAL REQUIREMENTS

EXHIBITS MUST BE PREPARED BY A LICENSED CIVIL ENGINEER OR SURVEYOR

A VOLUNTARY MERGER APPLICATION IS A REQUEST TO ERASE THE PROPERTY LINE BETWEEN TWO OR MORE LOTS; NO NEW LOTS ARE CREATED. VOLUNTARY MERGERS ARE TYPICALLY APPROVED AT THE STAFF LEVEL. NO ADDITIONAL REVIEW IS NECESSARY UNLESS THE STAFF DECISION IS APPEALED OR CONSIDERATION OF THE PLANNING COMMISSION IS WARRANTED DUE TO THE COMPLEXITY OF THE PROJECT.

A VOLUNTARY MERGER SHALL HAVE NO EFFECT ON STREETS, EASEMENTS, OR ANY DEDICATION OR OFFERS OF DEDICATION, OR ANY OTHER RECORD INTEREST.



SUBMITTAL CHECKLIST

NOTE: PLEASE CHECK WITH STAFF IF YOU HAVE QUESTIONS ABOUT ITEMS ON THIS LIST

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| ☐ COMPLETED & SIGNED GENERAL PLANNING APPLICATION | ☐ NOTARY STATEMENT FOR ALL SIGNATORIES |
| ☐ TITLE REPORT (LESS THAN 6 MONTHS OLD) | ☐ FINDINGS STATEMENT (SEE REQUIRED FINDINGS BELOW) |
| ☐ APPLICATION INITIAL DEPOSIT | ☐ NOTARY STATEMENT FOR ALL SIGNATORIES |
| ☐ PETITION FOR MERGER SIGNED BY ALL PROPERTY OWNERS | ☐ CERTIFICATE & DECLARATION OF MERGER SIGNED BY PARCEL OWNERS |
| ☐ COPY OF DOCUMENT OR MAP LEGALLY CREATING THE PARCELS TO BE MERGED | ☐ MODIFIED DEED OF TRUST |



SUBMITTAL REQUIREMENTS

- ☐ EXHIBIT A – LEGAL DESCRIPTION OF THE ORIGINAL LOTS PRIOR TO MERGER PER TITLE REPORT (LESS EASEMENT)
- ☐ EXHIBIT B – LEGAL DESCRIPTION OF PARCEL IN POST-MERGER CONFIGURATION
- ☐ EXHIBIT C – EXHIBIT MAP DISPLAYING THE FOLLOWING ITEMS:
 - A. MERGER # B. APN # C. NORTH ARROW D. SCALE E. PARCEL BOUNDARY F. PARCEL LINES TO BE DELETED G. SIGNATURE & SEAL OF LICENSED CIVIL OR SURVEYOR



FINDING REQUIREMENTS (CMC 16.21.010)

PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 66499.20.3, A MERGER AND CERTIFICATE OF MERGER OF EXISTING ADJOINING PARCELS OF REAL PROPERTY MAY BE INITIATED BY THE RECORD OWNER(S) IF THE PLANNING AND BUILDING DIRECTOR MAKES ALL OF THE FOLLOWING FINDINGS:

A. THE MERGER WILL NOT AFFECT ANY FEES, GRANTS, EASEMENTS, AGREEMENTS, CONDITIONS, DEDICATIONS, OFFERS TO DEDICATE OR SECURITY PROVIDED IN CONNECTION WITH ANY APPROVALS OF DIVISIONS OF REAL PROPERTY OR LOT LINE ADJUSTMENTS;

B. THE BOUNDARIES OF THE PARCELS TO BE MERGED ARE WELL-DEFINED IN EXISTING RECORDED DOCUMENTS OR FILED MAPS AND WERE LEGALLY CREATED OR HAVE CERTIFICATES OF COMPLIANCE ISSUED ON THEM;

C. THE PARCELS ARE CONTIGUOUS AND FORM A SINGLE, UNIFIED SITE;

D. THE MERGER WILL NOT ALTER THE EXTERIOR BOUNDARY OF THE PARCELS TO BE MERGED;

E. THE DOCUMENT USED TO EFFECT THE MERGER CONTAINS AN ACCURATE DESCRIPTION OF THE EXTERIOR BOUNDARIES OF THE RESULTING PARCEL;

F. THE MERGER COMPLIES WITH THE BUILDING AND ZONING REQUIREMENTS FOR THE ZONING DISTRICT IN WHICH THE PROPERTY IS LOCATED;

G. ALL PARTIES HAVING ANY RECORD TITLE INTEREST IN REAL PROPERTY AFFECTED HAVE CONSENTED TO THE MERGER UPON A FORM AND IN A MANNER APPROVED BY THE PLANNING AND BUILDING DIRECTOR, EXCEPTING ALL THOSE INTERESTS THAT ARE EXCEPTED FROM THE REQUIREMENT TO CONSENT TO THE PREPARATION AND RECORDATION OF FINAL MAPS UNDER THE PROVISIONS OF CALIFORNIA GOVERNMENT CODE SECTION 66436 AND ACCORDING TO THE TERMS, PROVISIONS, RESERVATIONS AND RESTRICTIONS PROVIDED THEREIN FOR SUCH CONSENT; AND

H. ALL NECESSARY FEES AND REQUIREMENTS, INCLUDING A FEE FOR RECORDING THE DOCUMENTS, HAVE BEEN PROVIDED.



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