



APPLICATION FOR VOLUNTARY LOT MERGER

Pursuant to Government Code Section 66499.20.3 and San Anselmo Municipal Code Section 10-3.2715 for merger of two or more contiguous pre-existing approved or subdivided lots or parcels.

Applicant Information:

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Property Owner Information (if different from applicant):

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Project Information:

☐ Site Address: _____

☐ Assessor's Parcel Numbers (APNs) to be merged:

1. _____

2. _____

3. _____

(If more than two, list additional APNs below)

☐ Existing Zoning: _____

☐ General Plan Land Use Designation: _____

☐ Reason for Parcel Merger:

SUBMITTAL CHECKLIST

- ☐ **Completed Parcel Merger Information Form, Including Owner Authorization** (this form).
- ☐ **Application Fee** (refer to current Town Fee Schedule).
- ☐ **Current Title Report** (issued within the last six months).
- ☐ **Proposed Legal Description of Merged Parcel** (prepared by a licensed surveyor).
- ☐ **Grant Deeds** for all parcels involved.
- ☐ **Any Existing Easements or Agreements Affecting the Property** for all parcels involved.

NEXT STEPS

1. Submit completed application and required documents to the Town of San Anselmo Planning Department.
2. Town staff will review the application for completeness and notify the applicant if additional information is needed.
3. Once approved, all property owners must sign and notarize the Notice of Merger and return it to the Town. The Public Works Director, or designee will then sign and notarize it. The Planning Department will return the finalized Notice to the applicant for recording at the Marin County Recorder's Office.
4. The applicant is responsible for recording fees.

For questions, contact the San Anselmo Planning Department at (415) 258-4616 or email planning@sananselmo.gov.

Property Owner Signature(s):

We, the undersigned property owner(s) of record, request approval of a Voluntary Merger of the lots identified in this application and it is the express intent of the property owner(s) to extinguish any underlying parcels.

Owner 1 Name/Signature/Date: _____

Owner 2 Name/Signature/Date: _____

Owner 3 Name/Signature/Date: _____

Owner \$ Name/Signature/Date: _____