



**PUBLIC WORKS DEPARTMENT
LAND DEVELOPMENT DIVISION**

14177 Frederick Street * P.O. Box 88005 * Moreno Valley, CA 92552-0805

Phone: 951.413.3120 * Fax: 951.413.3158 * www.moval.org

C. OF P. M. NUMBER: _____

CERTIFICATE OF PARCEL MERGER APPLICATION

Municipal Code 9.14.150(A)(1) states: *“Any lot, parcel or unit of land may be merged with a contiguous lot, parcel or unit held by the same owner if any one of the contiguous lots, units or parcels do not conform to current standards for minimum lot area or dimensions under the regulations of the zoning district applicable to the property without reverting to acreage...”*

PROPERTY DATA INFORMATION

REASON FOR THE PARCEL MERGER (ATTACH ADDITIONAL DOCUMENTS IF NEEDED): _____

APN (PARCEL “A”): _____ LEGAL DESCRIPTION (MAP / LOT): _____

PROPERTY ADDRESS: _____

APN (PARCEL “B”): _____ LEGAL DESCRIPTION (MAP / LOT): _____

PROPERTY ADDRESS: _____

PROPERTY OWNER INFORMATION

PARCEL “A” OWNER: _____ PHONE NO.: _____

MAILING ADDRESS: _____

PARCEL “B” OWNER: _____ PHONE NO.: _____

MAILING ADDRESS: _____

APPLICANT INFORMATION

NAME: _____ CONTACT: _____

MAILING ADDRESS: _____

PHONE #: _____ FAX #: _____ EMAIL: _____

I CERTIFY THAT ALL FILING REQUIREMENTS HAVE BEEN SATISFIED FOR MY APPLICATION.

APPLICANT’S SIGNATURE: _____

DATE APPLIED: _____

PROPERTY OWNER(S) CERTIFICATION

I THE UNDERSIGNED, HEREBY CERTIFY THAT:

- 1) I AM THE PROPERTY OWNER OF THE PROPERTIES LISTED IN THIS APPLICATION;
- 2) I DO HEREBY AUTHORIZE AND CONSENT TO THE FILING OF THIS APPLICATION;
- 3) I DO HEREBY UNDERSTAND THAT IN ORDER TO BE APPROVED, THE FOLLOWING CRITERIA MUST BE MET:
 - ✓ ALL PARCELS INVOLVED MUST BE LEGALLY RECOGNIZED PARCELS AS DEFINED BY ORDINANCE;
 - ✓ AT LEAST ONE (1) OF THE AFFECTED PARCELS IS UNDEVELOPED BY ANY STRUCTURE FOR WHICH A BUILDING PERMIT WAS ISSUED OR FOR WHICH A BUILDING PERMIT WAS NOT REQUIRED AT THE TIME OF CONSTRUCTION, OR IS DEVELOPED ONLY WITH AN ACCESSORY STRUCTURE(S), OR IS DEVELOPED WITH A SINGLE STRUCTURE, OTHER THAN AN ACCESSORY STRUCTURE, THAT IS PARTIALLY SITED ON A CONTIGUOUS PARCEL OR UNIT;
 - ✓ WITH RESPECT TO ANY AFFECTED PARCEL, ONE OR MORE OF THE FOLLOWING CONDITIONS EXIST:
 - COMPRISES LESS THAN 5,000 SQUARE FEET;
 - WAS NOT CREATED IN COMPLIANCE WITH APPLICABLE LAWS AND ORDINANCES IN EFFECT AT THE TIME OF ITS CREATION;
 - DOES NOT MEET CURRENT STANDARDS FOR SEWAGE DISPOSAL, DOMESTIC WATER SUPPLY, SLOPE STABILITY, ETC.;
 - HAS NO LEGAL ACCESS WHICH IS ADEQUATE FOR VEHICULAR AND SAFETY EQUIPMENT ACCESS AND MANEUVERABILITY;
 - IT'S DEVELOPMENT WOULD CREATE HEALTH AND/OR SAFETY HAZARDS;
 - IS INCONSISTENT WITH THE CITY'S GENERAL PLAN AND ANY APPLICABLE SPECIFIC PLAN, OTHER MINIMUM LOT SIZE OR DENSITY STANDARDS;
 - ✓ ALL RIGHT-OF-WAY REQUIRED BY THE MASTER CIRCULATION PLAN MUST BE DEDICATED;
 - ✓ CONSTRUCTION OF ANY MISSING PUBLIC IMPROVEMENTS SHALL BE REQUIRED FOR PARCELS WITH EXISTING STRUCTURES;
- 4) I DO HEREBY UNDERSTAND THAT THE CITY ENGINEER MAY REQUIRE A RECORD OF SURVEY;

OWNER'S SIGNATURE: _____ DATE: _____

NOTE: AN AUTHORIZED AGENT MUST ATTACH A NOTARIZED LETTER OF AUTHORIZATION FROM THE LEGAL PROPERTY OWNER.

SUBMITTAL REQUIREMENTS

- Completed & wet signed application w/ processing fee (per current fee schedule);
- A current Grant Deed showing the legal description for each affected parcel;
- A current Title Report (less than 30 days) listing owner/trustee for each affected parcel, easement(s) and right-of-way dedications;
- A legal description for each affected parcel prior to the Parcel Merger;
- A legal description after the Parcel Merger (**Exhibit "A"**);
 - Label additional sheets for actual legal description of adjusted parcels as "**Exhibit A**";
 - Include one (1) copy of closure calculations showing existing & proposed acreage of each affected parcel;
- A legal Plat (**Exhibit "B"**) which shall include:
 - North arrow, engineer's scale bar, vicinity map & legend;
 - APN and acreage for each affected lot (before & after the Lot Line Adjustment);
 - Existing lot line(s) to be adjusted shall be shown as a dashed line & the new lot line as a heavy solid line;
 - Surrounding parcel and/or tract numbers shall be ghosted in;
 - All street centerlines must have bearings and distances;
 - Curve data must be shown for all horizontal curves;
 - Licensed Land Surveyor or Registered Civil Engineer's wet signature and seal;
- Proof of authority to sign on behalf of the business (i.e. power of attorney, articles of incorporation, operating agreement, corporate resolution, etc.), if applicable.