



**ENGINEERING DIVISION**  
**PARCEL MERGER**  
**PLANCHECK SUBMITTAL APPLICATION, CHECKLIST AND**  
**GUIDELINES**

130 SOUTH MAIN STREET, LAKE ELSINORE, CA 92530  
P: 951.674-3124, F: 951.674-8761

Fill in the requested information and submit with the requested documents and fees to initiate Plan Check

<b>RECORDED MAP NO. &amp; LOT NO.</b>	Parcel 1	Parcel 2	Parcel 3	Parcel 4
<b>ASSESSOR'S PARCEL NO.</b>				
<b>Section, Township, Range</b>				
<b>STREET ADDRESS OF PROPERTY</b>				

**REQUEST:** (Include number of contiguous parcels to be merged and why merger is requested. Attach separate sheet if needed.)

**RECORD OWNER:**

**STREET ADDRESS/CITY/ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

EMAIL: [info@pennstate.edu](mailto:info@pennstate.edu)

**REPRESENTATIVE:** \_\_\_\_\_

**STREET ADDRESS/CITY/ZIP:** \_\_\_\_\_

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**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:**

## **CIVIL ENGINEER / LAND**

**SURVEYOR:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_

**STREET ADDRESS/CITY/ZIP:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL :** \_\_\_\_\_

(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.

Date

(Letters of Authorization may be attached.)

Date

Date

Date

**Representative Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

DISTRIBUTION: Orig-File / Copy-Planchecker. Planning



## SUBMITTAL CHECKLIST & INSTRUCTIONS

**NEW - A digital copy (CD/DVD/Thumb Drive) of all submittal documents is required for in person submittals. Online submittal using the City's Customer Self Service Portal (CSSP) at [www.lake-elsinore.org](http://www.lake-elsinore.org) is encouraged to save you time and money.**

### PARCEL MERGER SUBMITTAL

QTY	DESCRIPTION OF REQUIRED DOCUMENTS
1	<b>COMPLETED APPLICATION FORM</b> - identifying all items being submitted.
1	<b>"CERTIFICATE OF PARCEL MERGER" form</b>
3	<b>LEGAL DESCRIPTION "Exhibit A"-</b> formatted to 8 1/2" X 11 "
3	<b>PLAT MAP "EXHIBIT B"</b> - formatted to 8 1/2" x 11"
3	<b>SITE PLAN</b> - formatted to 8 1/2" x 11"
2	<b>TRAVERSES with CLOSURES</b> of 0.017' of all closed figures on the map
2	<b>PRELIMINARY TITLE REPORT</b> - dated within the last six (6) months
1	<b>COPY OF CURRENT RECORDED DEED OF EACH PROPERTY INVOLVED.</b>
1	<b>PROOF OF LEGAL ACCESS</b> for any of the properties not abutting a street
1	<b>ASSESSOR'S &amp; RECORDED MAPS</b> - that are used as references for established lines
<b>\$0.00</b>	<b>PLAN CHECK FEES*</b> Enter # of lots in box below for fee due at submittal
Total Due	\$100.00 + <input type="text"/> * City ordinance provides for cost recovery of fees; Excessive Plan Checks Will Result in Additional Fees
	Admin Charge      of Lots Above

### FILING INSTRUCTIONS

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

**I. Requirements for Filing an Application.** The legal owners of the parcels involved will be responsible for the accuracy of all information submitted in connection with this application.

Parcel Merger requires the completion and submittal of:

- simple forms requiring basic information regarding ownership and
- legal descriptions of the properties involved, and
- the preparation of maps illustrating the proposal, and
- the payment of a processing fee.

The legal documents must be recorded, therefore, the using black ink, Arial or Universal font and 11 pt, the **forms must be typed, and the exhibits prepared by a licensed land surveyor or a qualified registered civil engineer** (registered prior to Jan. 1, 1982). The new legal description must be wet stamped and wet signed by the preparer of the document.

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 assure that all property tax liabilities have been met.

**II. Criteria for Acceptance.** An application for a Parcel merger may be accepted when it can be determined that the proposal complies with State and Local laws as specified below:

The proposal is consistent with Government Code 66451 which requires:

The parcels are contiguous and held by same owner (66451.11)

At least one of the parcels (66451.11a):

- Does not conform to City standards for minimum parcel size under the applicable zoning ordinance.
- 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 situated on a property line of a contiguous parcel.

With respect to any affected parcel, ONE OR MORE of the following conditions must exist . (66451.11b):

- Lot size of less than 5,000 square feet
- Lot was not created in compliance with applicable laws at time of creation
- Lot does not meet current standards for sewage disposal and domestic water supply
- Lot does not meet slope stability standards
- Lot has no legal access which is adequate for vehicular and safety equipment access & maneuverability.
- Lot develop would create health or safety hazards
- Lot is inconsistent with the applicable general plan and/or specific plan OTHER THAN minimum lot size or density standards.

An application for a Parcel Merger may be accepted when it can be determined that the proposal complies with the following specifications (City Ordinance 740):

- The proposal is consistent with the Lake Elsinore General Plan.
- The parcels to be merged are, at the time of merger, under common ownership and written consent has been obtained from all record owners.
- The project complies with the requirements of the California Environmental Quality Act.
- The parcel, as merged, will not conflict with the location of any existing structures on the property.
- The parcels proposed to be created by the Parcel Merger comply with all applicable zoning regulations.
- The parcel, as merged, will not be deprived access as a result of the merger.
- Access to adjoining parcels will not be restricted by the merger.
- No new lot lines are created through the merger.
- All parcels to be merged must be legal parcels as defined by the current State Map Act
- The proposed Parcel Merger would does not involve more than four (4) lots.

### III. Items to be Submitted

#### A. Application for Parcel Merger.

This form must be filled out completely. The record owner(s) 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. Exhibit "A" – Legal Descriptions.

Complete this form with the names of the current record owners, assessor parcel numbers and legal descriptions of the **proposed** parcels. Using black ink, Arial or Universal font and 11 pt, the forms must be typed, and the exhibits prepared by a licensed land surveyor or a qualified registered civil engineer (registered prior to Jan. 1, 1982). The new legal description must be wet stamped and wet signed by the preparer of the document. Page size 8 1/2" x 11" with minimum .5" borders.

C. Exhibit "B" – Plat Map.

This plat shall be prepared, signed and sealed by a licensed civil engineer (licensed prior to Jan. 1, 1982) or surveyor. Use black ink, on sheet **no larger than 8-1/2" X 11" with .5" a minimum border**. The map must be clear and readable. At minimum, the following information must be provided on the map (additional information may be required):

1. Map scale and north arrow and legend.
2. The location of the project site in relation to existing streets and the distance to the nearest cross-street. (Must be detailed enough to allow someone not familiar with the area to locate the project site.)
3. The existing and proposed lot layout: Show bearings and distances for all parcel lines. Use a heavy solid line for the project boundary, solid lines for proposed property lines, and light dashed lines for existing property lines to be adjusted.
4. A number for each parcel (Parcel 1, Parcel 2, etc.) and the net area of each parcel. Net area equals the gross area minus any easements that restrict the surface use of the property, such as vehicular, pedestrian, or equestrian easements.

D. Exhibit "C" – Site Plan.

Since only certain information can be on the official recorded Certificate of Parcel Merger map a second map is required showing additional information necessary to verify compliance with the adopted city ordinances. This information may be submitted on the attached form labeled SITE PLAN. The following information must be included on the Site Plan:

1. Name, address and telephone number of applicant
2. Scale (number of feet per inch)
3. Legal description of property and Assessor's parcel number
4. North arrow (top of map north)
5. Overall dimensions of the property and location of adjoining lot lines
6. Location and names of adjoining streets. Accurately locate street centerline, and show all existing
7. Location and dimensions of existing structures, easements and/or uses
8. Location, dimensions, arrangement, and numbering of parking spaces or existing and/or proposed
9. Setback dimensions
10. Location and nature of existing fencing, gates, walls, driveways and curbs

E. Preliminary Title Report with Grant Deeds.

The Preliminary Title Report and copies of grant deeds for the existing parcels are required to verify legal descriptions.

F. Processing Fee.

A fee for the processing of an application for a Parcel Merger shall be in accordance with resolution of City Council.

G. Statement of Purpose for Line Adjustment. - May be stated on separate document or on Application in space provided.

IV. Procedure

A. Interested parties should check with the Planning Division to determine whether the proposal complies with all applicable state and county laws, ordinances and regulations

B. The applicant should prepare the Application, Exhibits and submit the ORIGINALS to the Engineering Division with the appropriate plan check fee. The map and legal descriptions will be reviewed by Engineering and Planning Staff to determine whether they are technically correct and in an acceptable form to be recorded. The application, map, and site plan will be reviewed to verify compliance with established City policy and procedures, with zoning and land use ordinances, and with administrative procedures established by the Director of Community Development.

C. After the application is approved, the Community Development 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 Community Development Director.

**GUIDELINES FOR PREPARING LEGAL DESCRIPTIONS ON  
MERGED PARCELS**

1) All merger legal descriptions should begin with the following preamble:

"Pursuant to the Subdivision Map Act, Section 66499.20 3/4 and City of Lake Elsinore Ordinance 740, Section 16.20.080, the merger of (Lots/Parcels) \_\_\_\_\_ and \_\_\_\_\_ of (Tract/Parcel) Map No. \_\_\_\_\_ as shown by map on file in Book \_\_\_\_\_, at Page(s) \_\_\_\_\_ (and through) \_\_\_\_\_ thereof, records of Riverside County, California; also being in (Section, Township, and Range; or Rancho) was approved under Certificate of Merger Case No. \_\_\_\_\_ on \_\_\_\_\_ (date) \_\_\_\_\_, by the City of Lake Elsinore, California. The above property shall hereinafter be described as follows:"

(The above may be modified to fit particular circumstances.)

2) The Certificate of Merger is an alternative to processing a Reversion to Acreage Map, on four (4) or less parcels or lots. It is less expensive and faster than going through the map process.

3) When a Reversion to Acreage map is recorded, the property can then be referenced to "as shown on said map."

4) With the Certificate of Merger, the new description of the property involved is most often done by metes and bounds. Reference should be made to points on the map, that created the parcels or lots being merged, to perpetuate the most recent survey information.

5) Reference should also be made to the Section, Township and Range, or a Rancho, as applicable.

6) Adjacent rights-of-way, dedications, and road easements not deeded to the County should be included in

Recording Requested By:	<i>This Area for Recorder's Use Only</i>
<p>When Recorded, Return Original to:</p> <p>City of Lake Elsinore Attn: City Clerk 130 South Main Street Lake Elsinore, CA 92530</p>	
<b>SAMPLE</b>	

<b>CERTIFICATE OF PARCEL MERGER NO. 2007-125</b>	
Record Owners	Existing Parcels (Assessor's Parcel No.)
John Smith	999000000
Sue Jones	909900001
Legal Description of Merged Parcel See attached Exhibit "A"	
<b>SIGNATURE(S) OF RECORDED OWNER(S)</b>	
Print/Type Name/Title Above:	Signature(s) of owner(s) of Parcel 1
Print/Type Name/Title Above:	Signature(s) of owner(s) of Parcel 2
Print/Type Name/Title Above:	Signature(s) of owner(s) of Parcel 3
Print/Type Name/Title Above:	Signature(s) of owner(s) of Parcel 4
<b>ATTACH NOTARY CERTIFICATION FOR EACH SIGNATURE</b>	

**RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:**

City of Lake Elsinore  
130 South Main Street  
Lake Elsinore, CA 92530  
Attn: City Clerk

This Area for Recorder's Use Only

**Exempt from Recording Fee  
Pursuant to Government Code Section §27383**

**CERTIFICATE OF PARCEL MERGER NO.**

Record Owners

Existing Parcels  
(assessor's parcel no.(s))

**Legal Description of Merged Parcel**

See attached Exhibit "A"

**SIGNATURE(S) OF RECORD OWNER(S)**

Type Name and Title Above:

Signature(s) of owner(s) of Parcel 1

Type Name and Title Above:

Signature(s) of owner(s) of Parcel 2

Type Name and Title Above:

Signature(s) of owner(s) of Parcel 3

Type Name and Title Above:

Signature(s) of owner(s) of Parcel 4

Type Name and Title Above:

Signature(s) of owner(s) of Parcel 5

Type Name and Title Above:

Signature(s) of owner(s) of Parcel 6

Type Name and Title Above:

Signature(s) of owner(s) of Parcel 7

**ATTACH NOTARY CERTIFICATION FOR EACH SIGNATURE ABOVE**

**DEPARTMENT USE ONLY**

**CITY OF LAKE ELSINORE PLANNING DIV. APPROVAL**

This Certificate of Parcel Merger is hereby approved.

By:

Date:

Name/Title: Damaris Abraham, Community Development Director

**CITY OF LAKE ELSINORE CITY ENGINEER APPROVAL**

This Certificate of Parcel Merger is hereby approved.

By:

Date:

Name/Title: Yu Tagai, Interim City Engineer

Exhibit "A"

Parcel Merger No. \_\_\_\_\_ - \_\_\_\_\_

(Legal Descriptions)

Owners	Existing Parcels Assessor's Parcel No.	Proposed Parcels Reference Number

Exhibit "B"  
Parcel Merger No. \_\_\_\_\_ - \_\_\_\_\_  
(Plat Map)

Owners	Existing Parcels Assessor's Parcel No.	Proposed Parcels Reference Number

Scale:  
Assessor's Parcel Number(s):  
Date Exhibit Prepared:

Site Plan

Parcel Merger No. \_\_\_\_\_ - \_\_\_\_\_

Owners	Existing Parcels Assessor's Parcel No.	Proposed Parcels Reference Number

