



**City of Placerville  
Development Services  
Department**

**Lot Merger /  
Certificate of Merge**

**The Purpose of a Lot Merger**

To legally merge two or more legal lots in accordance with the Subdivision Map Act. This will result in one lot. Separating property lines between lots will no longer exist.

**Information for Filing a Complete Application**

Each application shall contain the following checked information. Some applications may require additional information. Consult with the Planning Division (530-642-5252) staff to determine whether additional materials are required. If any required information is not provided, the application may not be accepted.

- Completed application form, with the property owner(s) signatures, including all parties holding a title interest such as beneficiaries or trustees of deeds of trust.
- Statement of purpose for lot merge (see application form).
- One copy of Grant deeds for each lot (parcel) to be merged.
- One copy of Preliminary Title Report completed by a licensed title company and prepared less than 6 months of the application submittal date for each parcel included in the adjustment or merger.
- Two (2) copies of the plat map drawn to scale on uniform 11" by 17" or larger size sheets that include the following:
  - a. Plot map of the adjusted/merged parcel(s).
  - b. Layout and dimensions of each parcel showing property lines to remain, to be removed, or to be added.
  - c. If the parcel(s) contain existing buildings include a sheet showing the location of the building(s) with dimensions to the reconfigured property lines.
  - d. Vicinity map.
  - e. Assessor parcel number(s) and, if applicable, tract number.
  - f. Name, address, and phone number of both applicant(s) and engineer.
  - g. North arrow and scale of drawing. Preferred scale: 1" = 100'.
  - h. All maps must be clear and legible.
- Two (2) copies of legal description of the properties as merged.
- Pay required City of Placerville processing fees.

**Process**

Once an application is submitted, the Development Services Department will:

1. Review the application to determine if the information provided is complete.
2. If not complete, missing items or additional information necessary by the City or other agency for analysis must be submitted for further review. Staff will notify the applicant in writing of missing or needed additional information.
3. Review the request and look at issues, if any, regarding land uses, street-related uses, easements, access, etc.
4. A lot merger is approved by City staff. Approval is based upon compliance with the City of Placerville Municipal Code, the Placerville General Plan, the California Building Code, the California Fire Code, and California Subdivision Map Act. A written decision (with conditions, if approved) will be prepared, along with a "Certificate of Merge" document, and then sent to the applicant.

The decision of staff may be appealed within five (5) working days from the date of the decision. Anyone may file an appeal. To file an appeal, you must complete an Appeal of Staff Decision form available at the Development Services Department. An appeal fee, set by City Council ordinance, must accompany an appeal request. Upon filing of the appeal, it will be heard by the City Council.

**Applicant Responsibilities**

- The applicant is responsible for obtaining notarized signatures of all owners of record and beneficiaries of deeds of trust for the Certificate of Merge that will be submitted to the El Dorado County Surveyor's office and recorded with the El Dorado County Recorder. Your title company can assist with obtaining owners and beneficiaries of deeds of trust to sign and notarize the Certificate of Merge document. They can also assist with coordinating modifications to the deeds of trust, if any.

- Taxes must be current on all parcels at the time of recording. The applicant must take the approved Merge Application to the El Dorado County Tax Collector for their signature, submit the appropriate form and pay the required fee to obtain an estimate of taxes. This must be done at least two weeks prior to the filing of recordation of the Certificate of Merge.
- Submit original Certificate of Merge with owner, beneficiary notarized signatures to the City for the Director of Development Services Department's signature.
- Submit the completed Certificate of Merge document, along with the applicable El Dorado County fee to the County Surveyor's office. The County Surveyor's office will have the Certificate of Merge recorded once they have obtained the required signature from the Tax Collector confirming the tax estimate and payment have been completed. The recorded Certificate of Merge will be returned to the City of Placerville and a copy of the recorded document will be mailed to the owner(s) of the property.

# City of Placerville

## Merge Application

File: LLA \_\_\_\_\_

**1. PROPERTY OWNER**

Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Fax \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 P.O. Box or Street \_\_\_\_\_ City \_\_\_\_\_ State & Zip Code \_\_\_\_\_  
 APN \_\_\_\_\_ PROPERTY SIZE (acres / sq. ft.) \_\_\_\_\_ Zoning \_\_\_\_\_ GPD \_\_\_\_\_

**1. APPLICANT/ AGENT**

Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Fax \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 P.O. Box or Street \_\_\_\_\_ City \_\_\_\_\_ State & Zip Code \_\_\_\_\_

X \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of property owner or authorized agent

**2. PROPERTY OWNER**

Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Fax \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 P.O. Box or Street \_\_\_\_\_ City \_\_\_\_\_ State & Zip Code \_\_\_\_\_  
 APN \_\_\_\_\_ PROPERTY SIZE (acres / sq. ft.) \_\_\_\_\_ Zoning \_\_\_\_\_ GPD \_\_\_\_\_

**2. APPLICANT/ AGENT**

Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Fax \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 P.O. Box or Street \_\_\_\_\_ City \_\_\_\_\_ State & Zip Code \_\_\_\_\_

X \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of property owner or authorized agent

**ADDITIONAL PROPERTY OWNERS LISTED ON ATTACHED SHEET**

**ENGINEER/SURVEYOR**

Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Fax \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 P.O. Box or Street \_\_\_\_\_ City \_\_\_\_\_ State & Zip Code \_\_\_\_\_

**LOCATION:** The property is located on the \_\_\_\_\_ side of \_\_\_\_\_, \_\_\_\_\_  
 \_\_\_\_\_ of the intersection with \_\_\_\_\_ in the City of Placerville, CA  
N/E/W/S major street or road      road or street      feet/miles

**PURPOSE FOR LOT LINE ADJUSTMENT/MERGE:** \_\_\_\_\_  
 \_\_\_\_\_

I, Sean M. Coppola, CTP, hereby certify that according to the records of this office, there are no delinquent taxes owned on the above referenced Assessor's Parcels (APN). This determination is valid through _____	Dated _____ _____ Sean M. Coppola, CTP Treasurer-Tax Collector
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**FOR OFFICE USE ONLY** By: \_\_\_\_\_ (deputy)

Date \_\_\_\_\_ Fee \_\_\_\_\_ Receipt# \_\_\_\_\_ Rec'd by \_\_\_\_\_ Distributed: \_\_\_\_\_

**ACTION BY DEVELOPMENT SERVICES DIRECTOR**  
 Approved \_\_\_ Denied \_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_  
 Development Services Director Carole Kendrick

**NOTE: Approval of this Lot Line Adjustment is potentially subject to necessary modifications of prior Deed of Trust or any other encumbrance.**

## PROCESS

1. Applicant/agent prepares all required submittal information and makes an appointment to submit the application and fees to the Development Services - Planning Division.
2. Application is distributed to the City's Planning and Engineer Divisions for review and comments. Other agencies, if applicable, may also be distributed the application (e.g. El Dorado Irrigation District, El Dorado County Fire District).
3. Planning Services Division reviews the comments and, if a determination to approve is made, an approval letter is transmitted to the applicant and to the County Surveyor.
4. Applicant's surveyor contacts the County Surveyor regarding the type of map or recording document required.
5. Applicant's surveyor submits draft map, documents, a current title report, and applicable fee to County Surveyor.
6. County Surveyor reviews submitted maps and documents for accuracy and conformance with the State Subdivision Map Act and local ordinance.
7. Applicant submits Tax Form and applicable fee to the County Treasurer / Tax Collector to obtain the Tax Certificate noting property taxes on all parcels are current.
8. Map/documents recorded.

## TIMING

Steps 2 and 3 in the Process section above is usually completed within three weeks from submittal. The remaining steps normally require a survey and preparation of a map and documents. Timing depends on the schedule of your surveyor and Title Company. Review of the map and documents by the County Surveyor can usually be completed within four weeks. Obtaining the executed maps and documents may take longer depending on the complexity of your Property Title.

## FEES

Current application fees may be obtained by contacting the Development Services, Planning Division at (530) 642-5252, or by accessing their online fee schedule at:  
[http://www.cityofplacerville.org/Planning\\_Division\\_Fees\\_Application\\_and\\_Processes](http://www.cityofplacerville.org/Planning_Division_Fees_Application_and_Processes).

## APPEALS

The decision of the Development Services Director may be appealed to the Planning Commission within 10 calendar days from the date of decision. Appeals must be filed, along with the applicable fee as established by resolution of the City Council.

## EXPIRATION

Final recordation of the lot line adjustment must occur within one year from either the end of the appeal period, or from the final decision on an appeal, whichever comes later.



**TENTATIVE LOT LINE ADJUSTMENT MAP**

**REQUIRED INFORMATION TO BE SUBMITTED**

1. Four (4) copies of Tentative Map, Minimum size 11" x 17". Date: \_\_\_\_\_
2. Copy of recorded legal description. Date: \_\_\_\_\_
3. Copy of proposed legal description Date: \_\_\_\_\_
4. Owner's authorization letter. Date: \_\_\_\_\_
5. Current Title Report. Date: \_\_\_\_\_

**REQUIRED INFORMATION ON MAP**

1. GENERAL INFORMATION BLOCK:

<u>SHOWN</u>	<u>NOT SHOWN</u>	
_____	_____	A. Owner of Record
_____	_____	B. Name of Applicant
_____	_____	C. Map prepared by
_____	_____	D. Scale of map
_____	_____	E. Section, Township & Range and Lot & Block
_____	_____	F. Assessor's Parcel Number
_____	_____	G. Present zoning
_____	_____	H. Total parcel area
_____	_____	I. Minimum parcel area
_____	_____	J. Total number of parcels
_____	_____	K. Date

2. APPROVAL BLOCK (lower right hand portion of map)

_____	_____	A. <u>Development Services Director</u> Date: _____ Approval: _____ Date: _____ Conditional Approval: _____ Date: _____ Disapproval: _____
_____	_____	B. <u>Planning Commission</u> Date: _____ Approval: _____ Date: _____ Conditional Approval: _____ Date: _____ Disapproval: _____
_____	_____	C. <u>City Council</u> Date: _____ Approval: _____ Date: _____ Conditional Approval: _____ Date: _____ Disapproval: _____

# CITY OF PLACERVILLE

SHOWN      NOT SHOWN

\_\_\_\_\_      \_\_\_\_\_ D. Certificate of Compliance  
 This Lot Line Adjustment conforms with the requirements of  
 the Subdivision Map Act and local Ordinance.  
 Date: \_\_\_\_\_  
 Signed: \_\_\_\_\_  
 \_\_\_\_\_  
 City Engineer, City of Placerville

3. \_\_\_\_\_      \_\_\_\_\_ TITLE "TENTATIVE LOT LINE ADJUSTMENT MAP" (upper portion  
 of map)
4. \_\_\_\_\_      \_\_\_\_\_ LOCATION MAP
5. \_\_\_\_\_      \_\_\_\_\_ NORTH ARROW
6. ORIGINAL PARCEL  
 \_\_\_\_\_      \_\_\_\_\_ A. Boundary lines (shown as solid lines)  
 \_\_\_\_\_      \_\_\_\_\_ B. Taped dimensions  
 \_\_\_\_\_      \_\_\_\_\_ C. Surrounding property owners and/or tracts
7. PROPOSED PARCELS  
 \_\_\_\_\_      \_\_\_\_\_ A. Division lines (shown as dashed lines)  
 \_\_\_\_\_      \_\_\_\_\_ B. Approximate dimensions  
 \_\_\_\_\_      \_\_\_\_\_ C. Area - gross & net (excluding area of all easements)
8. EXISTING STRUCTURES  
 \_\_\_\_\_      \_\_\_\_\_ A. Drawn to scale on map  
 \_\_\_\_\_      \_\_\_\_\_ B. Dimensions shown  
 \_\_\_\_\_      \_\_\_\_\_ C. Distance(s) between structures  
 \_\_\_\_\_      \_\_\_\_\_ D. Distance(s) from existing & proposed boundary lines
9. EXISTING STREET(S) OR RIGHT-OF-WAY TO PUBLIC STREET(S)  
 \_\_\_\_\_      \_\_\_\_\_ A. Location (drawn to scale)  
 \_\_\_\_\_      \_\_\_\_\_ B. Name(s)  
 \_\_\_\_\_      \_\_\_\_\_ C. Note if private and/or public  
 \_\_\_\_\_      \_\_\_\_\_ D. Right-of-way width(s)
10. PROPOSED STREET(S) AND/OR RIGHT(S)-OF-WAY  
 \_\_\_\_\_      \_\_\_\_\_ A. Location(s) (drawn to scale)  
 \_\_\_\_\_      \_\_\_\_\_ B. Proposed name(s)  
 \_\_\_\_\_      \_\_\_\_\_ C. To be private and/or public  
 \_\_\_\_\_      \_\_\_\_\_ D. Width(s) and Grade(s)  
 \_\_\_\_\_      \_\_\_\_\_ E. Proposed section(s)
11. EXISTING UTILITIES  
 \_\_\_\_\_      \_\_\_\_\_ A. Easements and/or use shown  
 \_\_\_\_\_      \_\_\_\_\_ B. Underground structures (wells, septic systems, storm drains,  
 water lines, sewer lines, irrigation lines, storage tanks, etc.)



CITY OF PLACERVILLE
PLANNING APPLICATION

Date:
Zoning: GP:
File No:
Filing Fee (PZ):
Filing Fee (EN):
Receipt No:

REQUEST FOR:

- Annexation
Boundary Line Adjustment
Certificate of Compliance
Conditional Use Permit
Environmental Assessment
Environmental Impact Report
Final Subdivision Map
General Plan Amendment
General Plan Consistency
Historic District Review
Landscape Plan Review
Map Amendment
Merger
Minor Deviation
Planned Development
Preliminary Plan Review
Sign Package Review/ Amendment
Site Plan Review
Temporary Commercial Coach
Temporary Use Permit
Tentative Parcel Map
Tentative Subdivision Map
Variance
Zone Change

DESCRIPTION:

[Empty box for description]

ITEMS ABOVE THIS LINE FOR OFFICE USE ONLY

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City Ordinance #1577 established a Fee & Service Charge System. In some cases, project review will require the services of specialists under contract to do work that City Staff cannot perform. In these cases, the applicant shall pay the direct cost of these services plus fifteen percent (15%) for City Administration.

PROJECT APPLICANT

NAME:
MAILING ADDRESS:
PHONE:
EMAIL:

APPLICANT'S REPRESENTATIVE (if different)

NAME:
MAILING ADDRESS:
PHONE:
EMAIL:

PROPERTY OWNER(S)

NAME:
MAILING ADDRESS:
EMAIL:

PHONE:

SURVEYOR, ENGINEER, ARCHITECT, OR OWNER'S REPRESENTATIVE (if applicable)

NAME: PHONE:
MAILING ADDRESS:
EMAIL:

DESCRIPTION OF PROPERTY (Attach legal deed description) [ ]

STREET ADDRESS:
ASSESSOR'S PARCEL NO.(S):

Above described property was acquired by owner on

Month Day Year

