



City of Biggs  
 Planning Department  
 3016 Sixth Street  
 P.O. Box 1134  
 Biggs, CA 95917

# Application for: Merger By Deed

## Applicant

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Owner of Record 1 Check box if same as applicant

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Owner of Record 2 Check box if same as applicant

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parcel Zoning: \_\_\_\_\_ General Plan Designation: \_\_\_\_\_

Parcel Sizes, Prior to Merging: \_\_\_\_\_

Property Location and Nearest Street: \_\_\_\_\_

I (we) certify that the above information is true and correct.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner of Record 1's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner of Record 2's Signature \_\_\_\_\_ Date \_\_\_\_\_

## For Office Use Only

Submittal Information  
 Application received by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Planning Commission Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_  
 Date \_\_\_\_\_ Vote \_\_\_\_\_

Fees: Application Fee \$ \_\_\_\_\_  
 Receipt No. \_\_\_\_\_ Environmental Review \$ \_\_\_\_\_  
 Total Fee \$ \_\_\_\_\_  
 City Council Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_  
 Date \_\_\_\_\_ Vote \_\_\_\_\_  
 Resolution No. \_\_\_\_\_

See back and attachments for additional information.

### **Merger by Deed Submittal Requirements**

Applicant must submit the following information to the Planning Department with the completed application:

- Application fee and completed application
- Submit copies of recorded documents showing current ownership of affected parcels
- The application shall be signed by all record owners of affected parcels
- Any additional information necessary to verify that the lots or parcels resulting from this merger will conform to the zoning and building ordinances applicable to existing buildings on the lots or parcels
- 2 copies of the plat, either 82" x 11" or 18" x 24" in size, drawn to a scale such that lot dimensions and other required information can be readily understood. The plat shall contain the following information:
  - a. Tract name (if applicable), date plat prepared, north arrow, scale.
  - c. Location, width and name of existing streets, highways, or roadways within the parcels and along the boundaries thereof.
  - d. The outline of existing buildings, wells, and septic systems on affected parcels. If there are no buildings, wells, or septic systems a note shall be placed on the plat so stating.
  - e. Lot layout and dimensions of each affected parcel, include existing and proposed parcel boundaries. New lots or parcels shall conform, to the extent practicable, to the minimum parcel size specified in the applicable zoning ordinance.
  - f. Name, business address and license number of registered civil engineer or licensed land surveyor, if any, who prepared the plat for this application.

An application will not be considered as complete until all of the information has been submitted to the Planning Department. Incomplete applications will not be processed.

### **Standard Requirements and Procedure for Merger by Deed**

1. The resulting lot or parcel must comply with the Zoning Ordinance.
2. All persons owning an interest in the lots or parcels to be merged shall consent to the merger by executing an Owners Certificate consenting to the merger.
3. Applicant shall submit to Public Works a deed reflecting the approved merger, executed in suitable form for recording, together with applicable recording fees.
4. Provide documentation from a title company of the applicants choice verifying that any bonded indebtedness has been applied uniformly to each entire resulting lot or parcel, rather than to the portions of each resulting lot or parcel corresponding to the separate lots or parcels prior to the merger.