



Mark Lancaster
Director of Transportation

COUNTY OF RIVERSIDE

TRANSPORTATION AND LAND MANAGEMENT AGENCY

Mojahed Salama, P.E.
Deputy for Transportation/Capital Projects
Russell Williams
*Deputy for Transportation/Planning and
Development*

Transportation Department

FILING INSTRUCTIONS FOR CERTIFICATE OF PARCEL MERGER APPLICATION

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

**THE CERTIFICATE OF PARCEL MERGER FILING PACKAGE MUST CONSIST OF THE
FOLLOWING:**

1. A completed and signed application form; with attachments, if necessary.
2. A current recorded deed of each property involved. If one or more of the properties involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so.
3. If any of the properties involved do not abut a public street, appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
4. A completed and signed (signatures must be notarized) "CERTIFICATE OF PARCEL MERGER" form.
5. A completed and signed Exhibit "A" - Legal Description.
6. A completed and signed Exhibit "B" - Map.
7. A completed and signed Exhibit "C" - Site Plan.
8. A completed and signed Survey Application Processing Agreement.
9. A Preliminary Title Report issued by a title company licensed to business in the State of California dated less than 30 days prior to the date of submittal of this application.
10. Digital copies of the all the above listed items in a format acceptable to the Survey Division (e.g. PDF).
11. Initial payment of deposit-based fees for Certificate of Parcel Merger application.

For assistance in the preparation of any of these forms, please contact the Transportation and Land Management Agency (TLMA) Ombudsman staff. Click on the following link <http://rctlma.org/Departments/Administrative-Services/Ombudsman> for more information.

A. APPLICATION FOR CERTIFICATE OF PARCEL MERGER

Type or print legibly the applicant and property owner's name(s), e-mail address, mailing address, phone number. This form must be filled out completely. The applicant must sign the application form, and the record owner(s) of the involved parcels must all sign the application form or provide letters of authorization. All signatures must be (wet-signed) originals.

1. Submit a current grant deed for each parcel.
2. Submit a Preliminary Title Report issued by a title company licensed to business in the State of California dated less than 30 days prior to the date of submittal of this application.

B. CERTIFICATE OF PARCEL MERGER FORM

Complete this form with the names of the current record owners, Assessor's Parcel Numbers, and legal description of the merged parcel. Because this form will be one of the documents to be recorded, this form must be typed (excluding signatures). No hand written versions will be accepted. All record owner signatures must be wet-signed and notarized.

DO NOT place any text, comments, or marks within those portions of the form designated for County use.

C. LEGAL DESCRIPTION (EXHIBIT "A")

1. The Legal Description must be 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 licensed land surveyor or qualified registered civil engineer who prepared the legal description.
2. The legal description shall be clearly written and shall include an acreage (or square footage) calculation for the merged property.
3. The exhibit shall contain a reference to the applicable Certificate of Parcel Merger application number.
4. The date the exhibit was prepared.
5. If necessary, the exhibit may contain multiple pages, but if so, each page shall contain a reference indicating the applicable page number and the total number of pages (e.g. Page 1 of 3).

6. Exhibit "A," "Site Plan," and legal description must be wet-stamped and wet-signed by the Licensed Land Surveyor or qualified Registered Civil Engineer, who prepared the documents.

D. MAP EXHIBIT (EXHIBIT "B")

The map must be drawn in black ink on the 8½" x 11" form provided. The map must be clear and readable. The following information must be provided on the map (additional information may be required):

1. Map scale and north arrow.
2. Vicinity map. The location of the project site in relation to existing streets and the distance to the nearest cross-streets. (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 merged parcel boundary, and light dashed lines to delineate the original parcel boundaries.
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.

E. SITE PLAN EXHIBIT (EXHIBIT "C")

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 county 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 improvements such as curbs, gutters and curb cuts for entrances
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 parking and loading facilities
9. Setback dimensions

10. Location and nature of existing fencing, gates, walls, driveways and curbs

F. PROCEDURE

1. Interested parties should check with the Survey Division of the Riverside County Transportation Department to determine whether the merger proposal complies with all applicable State, and County laws, ordinances, and regulations.
2. The applicant should prepare the forms and map and submit the ORIGINALS to the Survey Division along with the required processing fee. The maps and legal descriptions will be reviewed by the County Surveyor 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 County Policy and procedures, with zoning and land use ordinances, and with administrative procedures established by the Survey Division, and Board of Supervisors.
3. The Survey Division shall submit to the County Recorder for recordation the new legal description, Exhibit "B," and a new deed implementing the merger within twenty (20) days after it has been approved by the Survey Division.

II. REQUIREMENTS FOR FILING APPLICATION

The application for a Certificate of Parcel Merger requires the completion of simple forms requiring ownership and legal descriptions of the properties involved, the preparation of maps illustrating the proposal, and the payment of a processing fee. The legal owners of the parcels involved will be responsible for the accuracy of all information submitted in connection with this application.

The items required to be submitted will be legal documents that must be recorded. Therefore, the forms must be typed, and the exhibits drawn legibly. Also, to assure the reproducibility of the documents, use black ink on all forms and maps.

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.

III. CRITERIA FOR ACCEPTANCE

An application for a Certificate of Parcel Merger may be accepted when it can be determined that the proposal complies with the following specifications:

- A.** The proposal is consistent with the Riverside County General Plan.
- B.** The parcels to be contiguous parcels; and at the time of merger, under common ownership, and written consent has been obtained from all record owners.
- C.** The parcel as merged will be consistent with the zoning of the property.
- D.** The parcel as merged will not conflict with the location of any existing structures on the property.
- E.** The parcel, as merged, will not be deprived access, as a result of the merger.

- F.** Access to adjoining parcels will not be restricted by the merger.
- G.** No new lot lines are created through the merger.
- H.** All parcels to be merged must be legal parcels as defined by the State Subdivision Map Act.



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APPLICATION FOR CERTIFICATE OF PARCEL MERGER

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

APPLICATION INFORMATION

Applicant Name: _____

Contact Person: _____ E-Mail: _____

Mailing Address: _____
Street

_____ City State ZIP

Daytime Phone No: (____) _____ Fax No: (____) _____

Land Surveyor/Civil Engineer's Name: _____ E-Mail: _____

Contact Person: _____ E-Mail: _____

Mailing Address: _____
Street

_____ City State ZIP

Daytime Phone No: (____) _____ Fax No: (____) _____

Property "A" Owner: _____ E-Mail: _____

Mailing Address: _____
Street

_____ City State ZIP

Daytime Phone No: (____) _____ Fax No: (____) _____

Assessor's Parcel Number(s) of Property "A": _____

Street Address of Property "A," if applicable: _____

APPLICATION FOR CERTIFICATE OF PARCEL MERGER

Property "B" Owner: _____ E-Mail: _____

Mailing Address: _____
Street

_____ *City* *State* *ZIP*

Daytime Phone No: (____) _____ Fax No: (____) _____

Assessor's Parcel Number(s) of Property "B": _____

Street Address of Property "B," if applicable: _____

Property "C" Owner: _____ E-Mail: _____

Mailing Address: _____
Street

_____ *City* *State* *ZIP*

Daytime Phone No: (____) _____ Fax No: (____) _____

Assessor's Parcel Number(s) of Property "C": _____

Street Address of Property "C," if applicable: _____

Property "D" Owner: _____ E-Mail: _____

Mailing Address: _____
Street

_____ *City* *State* *ZIP*

Daytime Phone No: (____) _____ Fax No: (____) _____

Assessor's Parcel Number(s) of Property "D": _____

Street Address of Property "D, if applicable": _____

Check this box if additional persons or entities have an ownership interest in the subject property(ies) in addition to that indicated above; and attach a separate sheet that references the Lot Line Adjustment number and list those names, mailing addresses, phone and fax numbers, and email addresses; and provide signatures of those persons or entities having an interest in the real property(ies) involved in this application.

The Survey Division will primarily direct communications regarding this application to the person identified above as the Applicant. The Applicant may be the property owner, representative, or other assigned agent.

APPLICATION FOR CERTIFICATE OF PARCEL MERGER

AUTHORITY FOR THIS APPLICATION IS HEREBY GIVEN:

I certify that I am/we are the record owner(s) or authorized agent, and that the information filed is true and correct to the best of my knowledge, and in accordance with Govt. Code Section 65105, acknowledge that in the performance of their functions, survey division personnel may enter upon any land and make examinations and surveys, provided that the entries, examinations, and surveys do not interfere with the use of the land by those persons lawfully entitled to the possession thereof.

(If an authorized agent signs, the agent must submit a letter signed by the owner(s) indicating authority to sign on the owner(s)'s behalf, and if this application is submitted electronically, the "wet-signed" signatures must be submitted to the Survey Division after submittal but before the subdivision is ready for public hearing.)

PRINTED NAME OF OWNER(S) OF PROPERTY " " _____
SIGNATURE OF PROPERTY OWNER(S)

PRINTED NAME OF OWNER(S) OF PROPERTY " " _____
SIGNATURE OF PROPERTY OWNER(S)

PRINTED NAME OF OWNER(S) OF PROPERTY " " _____
SIGNATURE OF PROPERTY OWNER(S)

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SIGNATURE OF PROPERTY OWNER(S)

Check this box if additional persons or entities have an ownership interest in the subject property(ies) in addition to that indicated above; and attach a separate sheet that references the Lot Line Adjustment number and list those names, mailing addresses, phone and fax numbers, and email addresses; and provide signatures of those persons or entities having an interest in the real property(ies) involved in this application.

AUTHORIZATION FOR CONCURRENT FEE TRANSFER

The applicant authorizes the Survey Division and TLMA to expedite the refund and billing process by transferring monies among concurrent applications to cover processing costs as necessary. Fees collected in excess of the actual cost of providing specific services will be refunded. If additional funds are needed to complete the processing of this application, the applicant will be billed, and processing of the application will cease until the outstanding balance is paid and sufficient funds are available to continue the processing of the application. The applicant understands the deposit fee process as described above, and that there will be **NO** refund of fees which have been expended as part of the application review or other related activities or services, even if the application is withdrawn or the application is ultimately denied.

APPLICATION FOR CERTIFICATE OF PARCEL MERGER

PROPERTY INFORMATION:

Approximate Gross Acreage: _____

General location (cross streets): North of _____, South of _____, East of _____, West of _____.

Proposal (describe project, indicate the number of lots/parcels involved):

Reason for Request: _____

This completed application form, together with all of the listed requirements provided on the Certificate of Parcel Merger Application Filing Instructions Handout, are required in order to file an application with the County of Riverside Transportation Department.

RECORDING REQUESTED BY
RIVERSIDE COUNTY

When recorded, return to:

Riverside County Transportation Department
8th Floor County Administrative Center
4080 Lemon Street, Riverside, CA 92502-
1409
Mail Stop # 1080

No Fee, 6103 Government Code
Benefit of Riverside County Transportation Dept.

CERTIFICATE OF PARCEL MERGER NO.

RECORD OWNERS	EXISTING PARCELS (Assessor Parcel Numbers)

LEGAL DESCRIPTION OF MERGED PARCELS
See attached - Exhibit "A"

SIGNATURE(S) OF RECORDED OWNER(S) (Must be Notarized)

Print Name/Title:	Signature:
Print Name/Title:	Signature:
Print Name/Title:	Signature:
Print Name/Title:	Signature:

RIVERSIDE COUNTY SURVEYOR'S APPROVAL

This document reviewed and approved by Riverside County Surveyor.

BY: _____ Date: _____

NOTARY ACKNOWLEDGEMENT

STATE OF CALIFORNIA)
COUNTY OF _____)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

On _____ before me, _____,
(Date) (Name and Title of Officer)
personally appeared _____,
(Name(s) of Signer(s))

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

{SEAL}

Notary Public

**EXHIBIT "A" - LEGAL DESCRIPTION
CERTIFICATE OF PARCEL MERGER NO. _____**

Record Owner(s): _____

Address: _____

Exhibit Prepared by: _____

Address: _____

Phone Number: _____

Scale: _____

Assessor's Parcel Number(s): _____

EXHIBIT "B" - MAP
CERTIFICATE OF PARCEL MERGER NO. _____

Record Owner(s): _____

Address: _____

Exhibit Prepared by: _____

Address: _____

Phone Number: _____

Scale: _____

Assessor's Parcel Number(s): _____

**EXHIBIT "C" – SITE PLAN
CERTIFICATE OF PARCEL MERGER NO. _____**

Record Owner(s): _____

Address: _____

Exhibit Prepared by: _____

Address: _____

Phone Number: _____

Scale: _____

Assessor's Parcel Number(s): _____



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LAND USE and PERMIT APPLICATION PROCESSING AGREEMENT

Agreement for Payment of Costs of Application Processing
Survey Division

TO BE COMPLETED BY APPLICANT:

This agreement is by and between the County of Riverside, hereafter "County of Riverside",
and _____ hereafter "Applicant" and _____ "Property Owner".

This agreement is by and between the County of Riverside, hereafter "County", and
_____ hereafter "Applicant" and _____ "Property Owner".

Applicant name/firm and Property Owner name/firm must match on page 2, Section 4, item 1. for Property Owner, and item 2. for Applicant.

PROPERTY / PROJECT INFORMATION		Date:	
PARENT CASE # (Fast Track, TR, PM, PP, CUP, PUP, MS):		PROJECT NAME:	
DESCRIPTION (Map & Phase # / No. of Lots):			
LOCATION (Address and Cross Street Name(s)):		APN(s):	
Please designate who to contact to discuss the project.		<input type="checkbox"/> Applicant	<input type="checkbox"/> Engineer
<input type="checkbox"/> Property Owner			
ENGINEERING FIRM (NAME AS IT APPEARS ON YOUR LETTERHEAD)			
ADDRESS			
CITY / STATE / ZIP CODE			
PHONE:		CONTACT PERSON: (Last Name, First)	
FAX:		E-MAIL ADDRESS:	

For electronic submittals, please call 951-955-6700 for instructions.

If your application is subject to Deposit-based Fee, the following applies

Section 1. Deposit-based Fees

Purpose: The Riverside County Board of Supervisors has adopted ordinances to collect "Deposit-based Fees" for the costs of reviewing certain applications for land use review and permits. The Applicant is required to deposit funds to initiate staff review of an application. The initial deposit may be supplemented by additional fees, based upon actual and projected labor costs for the permit. County departments draw against these deposited funds at the staff hourly rates adopted by the Board of Supervisors. The Applicant and Property Owner are responsible for any supplemental fees necessary to cover any costs which were not covered by the initial deposit.

Section 2. Applicant and Property Owner Responsibilities for Deposit-based Fee Applications

- A. Applicant agrees to make an initial deposit in the amount as indicated by County ordinance, at the time this Agreement is signed and submitted with a complete application to the County of Riverside. Applicant acknowledges that this is an initial deposit and additional funds may be needed to complete their case. The County of Riverside will not pay interest on deposits. Applicant understands that any delays in making a

subsequent deposit from the date of written notice requesting such additional deposit by County of Riverside, may result in the stoppage of work.

- B. Within 15 days of the service by mail of the County of Riverside's written notice that the application permit deposit has been reduced to a balance of less than 20% of the initial deposit or that the deposit is otherwise insufficient to cover the expected costs to completion, the Applicant agrees to make an additional payment of an amount as determined by the County of Riverside to replenish the deposit. Please note that the processing of the application or permit may stop if the amount on deposit has been expended. The Applicant agrees to continue making such payments until the County of Riverside is reimbursed for all costs related to this application or permit. The County of Riverside is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts that would have been drawn on the deposit were it not depleted.
- C. The Property Owner acknowledges that the Applicant is authorized to submit this agreement and related application(s) for land use review or permit on this property. The Property Owner also acknowledges that should the Applicant not reimburse the County of Riverside for all costs related to this application or permit, the Property Owner shall become immediately liable for these costs which shall be paid within 15 days of the service by mail of notice to said property Owner by the County.
- D. This Agreement shall only be executed by an authorized representative of the Applicant and the Property Owner. The person(s) executing this Agreement represents that he/she has the express authority to enter into this agreement on behalf of the Applicant and/or Property Owner.
- E. This Agreement is not assignable without written consent by the County of Riverside. The County of Riverside will not consent to assignment of this Agreement until all outstanding costs have been paid by Applicant.
- F. Deposit statements, requests for deposits or refunds shall be directed to Applicant at the address identified in Section 4.

Section 3. To ensure quality service, Applicant is responsible to provide one-week written notice to the County of Riverside Transportation and Land Management Agency (TLMA) Permit Assistance Centers if any of the information below changes.

Section 4. Applicant and Owner Information

1. PROPERTY INFORMATION:

Assessors Parcel Number(s): _____

Property Location or Address:

Section, Township, and Range:

2. PROPERTY OWNER INFORMATION:

Property Owner Name: _____ Phone No.: _____

Firm Name: _____ Email: _____

Address: _____

3. APPLICANT INFORMATION:

Applicant Name: _____ Phone No.: _____

Firm Name: _____ Email: _____

Address (if different from property owner)

4. SIGNATURES:

Signature of Applicant: _____ Date: _____

Print Name and Title: _____

Signature of Property Owner: _____ Date: _____

Print Name and Title: _____

Signature of the County of Riverside, by _____ Date: _____

Print Name and Title: _____

FOR COUNTY OF RIVERSIDE USE ONLY

Application or Permit (s)#: _____

Set #: _____ Application Date: _____