



**APPLICATION REQUIREMENTS FOR
LOT MERGER**

Lot Merger (Revision to Acreage): Review of a request to revert multiple lots to one lot under the terms of the Subdivision Map Act.

APPLICATION REQUIREMENTS:

- ☐ Planning Application Cover page.
- ☐ Required application fee.
- ☐ Affidavit
- ☐ Signed and Notarized Lot Merger Notice form
- ☐ Current preliminary title report(s) for affected parcels
- ☐ Copies of latest grant deeds for the existing parcels
- ☐ Proposed legal descriptions
- ☐ Plot Plan: A reproducible Plot Plan map (maximum size 11" x 17") drawn to a legible scale that illustrates the lot merger. The Plot Plan must illustrate the following items where applicable: (a) existing and proposed lot areas; (b) existing surface and subsurface structures and improvements; (c) existing septic system and well locations; (d) streams and waterways; (e) existing/proposed easements and access routes; and (f) any unusual topographic features or other information (such as compliance with minimum setback requirements) that may be pertinent to review and approval of the application:
- ☐ **Plot Plan** to include:
 - ☐ Applicant, owner, and plan preparers name, address, and phone number.
 - ☐ Vicinity map showing an overview of the project location in Marina.
 - ☐ North Arrow and Scale.
 - ☐ Address and Assessor's Parcel Number (s) of the project site.
 - ☐ Two (2) foot contour lines
 - ☐ Property lines and dimensions of the site and surrounding properties.
 - ☐ Adjacent rights-of-way improvements, including utility poles, fire hydrants, meter boxes, plan lines, and center street medians and openings.
 - ☐ Outline and identify use of structures on adjacent properties within 25 feet of subject property.
 - ☐ Existing structures, parking areas, driveways, patios, stairs, decks, fences, walls, etc.
 - ☐ Existing and proposed easements.
 - ☐ Proposed buildings and intended uses.

Note: All checked items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process.

RECORDING REQUESTED BY:

CITY OF MARINA
COMMUNITY DEVELOPMENT DEPARTMENT

AND WHEN RECORDED MAIL TO:

City of Marina
Community Development Department
211 Hillcrest Avenue
Marina CA 93933

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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

LOT MERGER NOTICE
FOR REAL PROPERTY IN THE CITY OF MARINA, CALIFORNIA

PARCELS TO BE MERGED: Assessor Parcel Numbers and/or deed reference.

SIGNATURE OF RECORD TITLE OWNERS: This document will be recorded. All record title owner/owners of the above-referenced real property must sign below, and their signatures must appear as reflected on the recorded deeds. **ALL SIGNATURES MUST BE NOTARIZED.**

I/we hereby attest by my/our signature(s) hereon that I/we am/are all the record title owner/owners of the above-referenced real property. I/we also affirm that said property consists of two or more continuous lots under our common ownership and that I/we understand that recordation of this Merger Notice shall cause the subject parcels to be merged into one parcel and that further actions to sell, lease or finance portions of said parcel shall be subject to applicable provisions of the City of Marina subdivision regulations.

I/we hereby attest by our signature(s) hereon that I/we have initiated this merger and are requesting that the City of Marina record this Merger Notice; therefore, I/we do not wish to have a protest hearing to present evidence as to why this Merger Notice should not be recorded; and by our signature hereon I/we understand and expressly waive any and all rights to such a hearing.

_____ Name	_____ Notarized signature	_____ Date
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_____ Name	_____ Notarized signature	_____ Date
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_____ Name	_____ Notarized signature	_____ Date
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_____ Name	_____ Notarized signature	_____ Date
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CITY OF MARINA APPROVAL: This Merger Notice has been reviewed and approved by the City of Marina Community Development Department.

ATTEST: _____
Signature and Title

Date

ACKNOWLEDGMENT

STATE OF CALIFORNIA }ss.

COUNTY OF MONTEREY

On _____ before me _____, a Notary Public in and State of California, personally appeared _____, 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) 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

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ACKNOWLEDGMENT

STATE OF CALIFORNIA }ss.

COUNTY OF MONTEREY

On _____ before me _____, a Notary Public in and State of California, personally appeared _____, 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) acted, executed the instrument.

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[seal]

Notary Public