

LOT MERGER / LOT LINE ADJUSTMENT APPLICATION

PRIOR TO SUBMITTAL OF THIS APPLICATION, PLEASE READ "LOT MERGER / LOT LINE ADJUSTMENT PROCESS AND REQUIREMENTS", AVAILABLE FROM CITY STAFF OR ON CITY WEBSITE (SEE LINK BELOW).

Note: Prior to submittal of a Lot Merger, **ALL PARCELS** must be in exact common ownership.

TYPE OR PRINT LEGIBLY – SHOW ALL INFORMATION – use additional page if more space is required

| | | | |
|--|--|------------|---------------------|
| P R O J E C T | PROJECT ADDRESS | | DATE OF SUBMITTAL |
| | PROJECT LOCATION (INCLUDE CROSS STREETS) | | COC |
| | TYPE OF PROJECT | LOT MERGER | LOT LINE ADJUSTMENT |
| | APN (ALL PARCELS) | | eCAPS |
| | | Planning # | |

| | | | |
|---|--|-------|------------------------|
| O W N E R I N F O | 1) NAME OF LEGAL OWNER(S) (AS SHOWN IN TITLE REPORT) | | |
| | MAILING ADDRESS, CITY, STATE, ZIP | | |
| | CONTACT PERSON (OWNER) | PHONE | OWNER'S E-MAIL ADDRESS |
| | 2) NAME OF LEGAL OWNER(S) (AS SHOWN IN TITLE REPORT) (IF APPLICABLE) | | |
| | MAILING ADDRESS, CITY, STATE, ZIP | | |
| | CONTACT PERSON (OWNER) | PHONE | OWNER'S E-MAIL ADDRESS |

| | | |
|--|-----------------------------------|--------------------|
| S U R V E Y O R | NAME OF CONSULTING FIRM | |
| | MAILING ADDRESS, CITY, STATE, ZIP | |
| | PHONE | E-MAIL |
| | NAME OF CONTACT PERSON | SURVEYOR LICENSE # |

| | | | | |
|--|---|--------------------------------|-----------------------------------|--|
| C O N T A C T | WHO WILL BE THE CONTACT FOR THIS PROJECT? | <input type="checkbox"/> OWNER | <input type="checkbox"/> SURVEYOR | <input type="checkbox"/> OTHER, IDENTIFY BELOW |
| | NAME OF CONTACT PERSON | | | |
| | MAILING ADDRESS, CITY, STATE, ZIP | | | |
| | PHONE | E-MAIL | | |

| | | |
|----------------|--|--------|
| T C | NAME OF TITLE COMPANY (For document recording purposes) | |
| | NAME OF CONTACT PERSON | |
| | PHONE | E-MAIL |

| | |
|------------------------|------------------------------|
| STAFF USE ONLY: | LM COMMON OWNERSHIP VERIFIED |
|------------------------|------------------------------|

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PROJECT QUESTIONNAIRE

1. Please give a detailed explanation as to the reason you are applying for this project:

2. Existing use of property:

RESIDENTIAL – USE OF STRUCTURE(S) _____ VACANT

COMMERCIAL – USE OF STRUCTURE(S) _____ VACANT

3. List any planning and building projects associated with this project that are currently being processed: _____

Use additional page if more space is required

SUBMITTAL CHECKLIST

Electronic versions of all documents are required with initial submittal.

| CITY/ STAFF INITIAL | SEE "LOT MERGER / LOT LINE ADJ. PROCESS AND REQUIREMENTS" FOR DETAILED DESCRIPTION OF ITEMS 1-9 BELOW | DATE OF SUBMITTAL / COMMENTS |
|---------------------------|--|---------------------------------|
| _____ | 1) Completed Application Form | _____ |
| _____ | 2) Title Report (all parcels, 90 days old max.) | _____ |
| _____ | 3) Vesting Deed(s) (most current) | _____ |
| _____ | 4) Site Plan (1 copy folded to 8½" x 11") | _____ |
| _____ | 5) New Legal Description (1 copy) | _____ |
| _____ | 6) Exhibit Map (1 copy) | _____ |
| _____ | 7) Closure Calculations (1 set) | _____ |
| _____ | 8) Supporting Documents (See Process & Reqmt. Sec. 1-8) | _____ |
| _____ | 9) Electronic File of AutoCAD Drawing (.dwg) | _____ |

FEES: Lot Merger: \$3,292.00 Lot Line Adjustment: \$3,592.00

Please Note:

City staff has 2-3 days to conduct a thorough inspection of submittal package. If application and submitted documents do not meet City standards for review, application will be placed on **hold status**. Owner and Contact will be notified and will be required to resubmit the inadequate item(s) to lift hold status and continue the processing of the Lot Merger/Lot Line Adjustment.

COUNTY TAX REQUIREMENTS

LOT MERGER - Any Delinquent County Taxes must be paid and Receipts submitted to City Staff

LOT LINE ADJUSTMENT- All Delinquent County Taxes and Taxes that have been billed to the customer for the current year (Both Installments) must be paid and Receipts submitted to City Staff.

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OWNER'S CERTIFICATION (Notary required for all signatures)

The undersigned hereby acknowledges being the record owner(s) of the property contained within this project and hereby consents to the processing and recording of the Certificate of Compliance for Lot Merger / Lot Line Adjustment; and further acknowledges understanding of "Lot Merger / Lot Line Adjustment Process and Requirements" associated with this application.

PRINT OWNER'S NAME (as shown in Title Report): _____

SIGNATURE: _____
PRINT NAME: _____

.....
PRINT OWNER'S NAME (as shown in Title Report): _____

SIGNATURE: _____
PRINT NAME: _____

.....
PRINT OWNER'S NAME (as shown in Title Report): _____

SIGNATURE: _____
PRINT NAME: _____

Use additional page if more space
is required for additional owners