

## LOT MERGER / LOT LINE ADJUSTMENT APPLICATION

PRIOR TO SUBMITTAL OF THIS APPLICATION, PLEASE READ

["LOT MERGER / LOT LINE ADJUSTMENT PROCESS AND REQUIREMENTS"](#)

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

TYPE OR PRINT LEGIBLY – SHOW ALL INFORMATION - add page if needed

STAFF USE ONLY: LM COMMON OWNERSHIP VERIFIED

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	eCAPS      P15000007
	APN (ALL PARCELS)		Planning # (if applicable)

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

S U R V E Y O R	NAME OF CONSULTING FIRM	
	MAILING ADDRESS, CITY, STATE, ZIP	
	PHONE	E-MAIL
	CONTACT PERSON (OWNER)	
		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

## LOT MERGER / LOT LINE ADJUSTMENT APPLICATION

### PROJECT QUESTIONNAIRE

- Please give a **detailed explanation** as to the reason you are applying for this project:
- Existing use of property:  
RESIDENTIAL – USE OF STRUCTURE(S) \_\_\_\_\_ VACANT  
COMMERCIAL – USE OF STRUCTURE(S) \_\_\_\_\_ VACANT
- List any Planning Division and Building Division projects associated with this project that are currently being processed.

### SUBMITTAL CHECKLIST

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	_____
_____	5) New Legal Description	_____
_____	6) Exhibit Map	_____
_____	7) Closure Calculations	_____
_____	8) Supporting Documents (All deeds, recorded maps, cert of compliance & rec of surveys within subject boundary & also adj to boundary).	_____
_____	9) Electronic File of AutoCAD Drawing (.dwg)	_____

### SUBMIT ELECTRONICALLY

Electronic submittal can be emailed to DE@cityofsacramento.org. In-person submittals are not required but can be submitted in person with CD or flash drive containing electronic copies of all project documents. Go to the following link for location and hours of operation: <https://www.cityofsacramento.gov/community-development/building/permit-services/public-hours-and-contact>

### REVIEW FEE

After a completed application package has been submitted, an invoice will be provided. See our current [Fee Schedule](#).

Payments can be made online (Credit Card or eCheck) by searching for your project number at:

<https://aca-prod.accela.com/SACRAMENTO/Cap/CapHome.aspx?module=PublicWorks&TabName=PublicWorks>

Please see the following document for alternative methods of payment:

[https://www.cityofsacramento.gov/content/dam/portal/pw/Forms/Engineering/Development-Engineering/Payment-Methods\\_DE.pdf](https://www.cityofsacramento.gov/content/dam/portal/pw/Forms/Engineering/Development-Engineering/Payment-Methods_DE.pdf)

### COUNTY TAX REQUIREMENTS (prior to project approval)

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 (that are due and payable) for the current year, must be paid (Both Installments) and receipts submitted to City staff.

## LOT MERGER / LOT LINE ADJUSTMENT APPLICATION

### NOTICES:

City staff will conduct a thorough inspection of the submittal package within two days of submittal. If application and submitted documents do not meet City standards for review, the application will be placed on hold status. The customer will be notified to correct the deficiencies. After the deficiencies are corrected, the hold status will be lifted.

After the submittal of a Lot Merger or Lot Line Adjustment application to the City, the property owner is encouraged to immediately begin the process of obtaining any necessary approvals from lenders, if applicable.

### **OWNER'S CERTIFICATION** (Notary required for all signatures) (All owners of record must sign this application)

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 or Lot Line Adjustment; further acknowledges understanding the "[Lot Merger / Lot Line Adjustment Process and Requirements](#)" and that Per City Code Sections 17.824.040 and 17.820.030(3), Lot Mergers and Lot Line Adjustments are deemed withdrawn (expired) if not recorded within 1 year of the initial submittal date to the City and that City Code does not provide for any time extensions.

PRINT OWNER'S NAME (as shown in Vesting Deed):

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

.....

PRINT OWNER'S NAME (as shown in Vesting Deed):

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

.....

PRINT OWNER'S NAME (as shown in Vesting Deed):

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Use additional page if more space  
is required for additional owners

attach acknowledgment

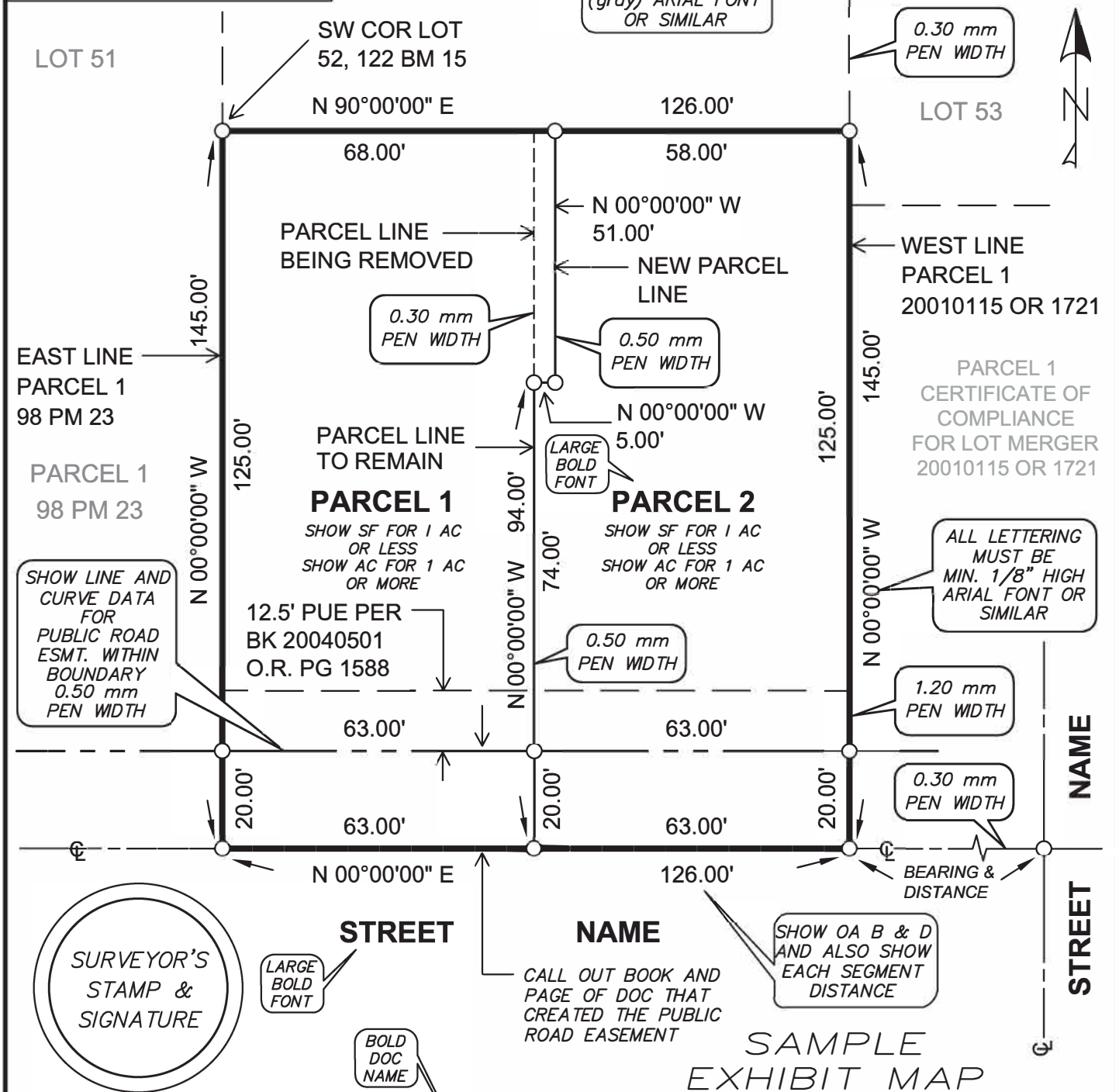
- 1) 12 PT. ARIEL FONT, ALL CAPS
- 2) LABEL "EXHIBIT A" AT  
TOP CENTER OF PAGE THEN  
'DOCUMENT NAME' THEN  
'LEGAL DESCRIPTION' THEN 'PAGE#'
- 3) SHOW BASIS OF BEARINGS  
AT BOTTOM OF PAGE

RIVER ESTATES  
122 BM 15  
LOT 52

SHOW OFFSITE  
DOCUMENT INFO  
W/SCREENED  
(gray) ARIAL FONT  
OR SIMILAR

ADDITIONAL EXHIBIT MAP REQMTS

- 1) SHOW ALL PUBLIC AND PRIVATE EASEMENTS AND CALLOUT BOOK AND PAGE OF DOC THAT CREATED THE EASEMENT
- 2) AVOID LETTERS TOUCHING OR OVERLAPPING WITH LINEWORK



# SAMPLE EXHIBIT MAP

## SURVEYING FIRM INFORMATION

EXHIBIT B  
**CERTIFICATE OF COMPLIANCE**  
***LOT MERGER OR LOT LINE ADJUSTMENT***  
 ADDRESS

### SHORT LEGAL (OPTIONAL)

CITY OF SACRAMENTO

CALIFORNIA

SCALE:  
1" = 30'

DATE:  
11-1-25

SHEET  
1 OF 1