



City of Temple City

LOT MERGER

CHECKLIST AND APPLICATION

ITEMS REQUIRED

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included for all applications. Certain types of application might require additional items, as specified on supplemental application forms. If any items are not included the project will not be accepted for submittal. This checklist does not determine a project complete for purposes of the Permit Streamlining Act.

Address(es) _____

- Complete this Lot Merger Application and pay applicable fee (\$2,909)
- Complete sets of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Plans must be: drawn to scale and fully dimensioned. Provide required number of copies of the following plans in the required sizes:

Plans	Full Size (24" x 36")	Digital (.dwg & pdf)
Site Plan (Existing and Proposed)		1
Survey and Parcel Maps		1

- Current Title Report and legal description.
- Copy of the current owner's recorded deed.
- Copy of Assessor's Parcel Map.
- Documentation of recorded access to the subject property (unless abutting a public street), if not recorded with the current's deed.
- Certificate of Compliance for Lot Line Adjustment Form (see attached)
 - A. Certificate of Compliance
 - B. Exhibit "A" Legal Description Prior to Lot Line Adjustment
 - C. Exhibit "B" Legal Description After Lot Line Adjustment
 - D. Exhibit "C" Owner's Certification (Signed and notarized)
 - E. Exhibit "D" Plat of Property Showing the Lot Line Adjustment
- Traverse calculations and closures of parcel(s).
- Copy of underlying record map, parcel map or record of survey.
- Proposed grant deed and new legal descriptions, if necessary for conforming parcels.
- Submit sufficient evidence that affected parcels are legal, separate parcels.
- Legal descriptions and exhibits shall be prepared by a Registered Civil Engineer of Licensed Land Surveyor.
- The plat must show and include the following information:
 - A. North point and scale.
 - B. Abbreviated legal description (for entire project site only).



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- C. All parcels alphabetically labeled "Parcel A", "Parcel B", etc.
 - D. Current Assessor's Parcel Number (APN) of each existing parcel.
 - E. Owner's name of parcel.
 - F. Existing boundary line to be adjusted shown as a short dashed line and labeled: "Existing Boundary." Show other existing boundaries as solid lines.
 - G. Proposed boundary line shown as solid line and labeled: "Proposed Boundary."
 - H. Boundary dimensions of each parcel.
 - I. Name, width and location of all existing and/or proposed street and road easements on or adjacent to the site. Also, identify legal access to the site.
 - J. Net area of each parcel.
 - K. Name, address, telephone number, and signature of each person who prepared the plat.
 - L. Existing structures and setback dimensions to the new property lines.
- In case the lots are developed, submit a site plan showing existing structures' setbacks to the property lines. Site plan with proof of approval from Building Official shall be included in the submittal.
- Any other items required by the Planning Department:

FOR OFFICE USE ONLY

Case Number: _____

Submittal Date: _____



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Recording Requested By
And When Recorded Return To:
City of Temple City
9701 Las Tunas Drive
Temple City Ca 91780
Attn: PLANNING DEPARTMENT

CERTIFICATE OF COMPLIANCE **For Lot Merger**

City File for Lot Merger No.:

LLA- ___ - ___ (Number to be provided by Planning Department)

Affecting that real property described as follows:

Assessor's Parcels Numbers _____ - _____ - _____ and _____ - _____ - _____ and street location

Brief description of the Lot Merger:

Describe the purpose of the Lot Merger.

List of attached exhibits:

- Exhibit "A" – Legal Description prior to Lot Merger
- Exhibit "B" – Legal Description after Lot Merger
- Exhibit "C" – Owner's Certification
- Exhibit "D" – Plat of the Property Showing the Lot Merger

Legal Owners:

Parcel A	Parcel B
Name	Name
Address	Address

The City Engineer hereby states the Lot Merger complies with the applicable provisions of the Subdivision Map Act and the City of Alhambra Municipal Code. This certificate relates only to issues of compliance or non compliance with the Subdivision Map Act and local ordinances enacted pursuant thereto. The parcels described herein may be sold, leased or financed without further compliance with the Subdivision Map Act or any other local ordinance enacted pursuant thereto. Development of the parcel(s) may require issuance of a permit or permits, or other grant or grants of approval.

City Engineer

Date

RCE/LS _____



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Exhibit "A"

LEGAL DESCRIPTION PRIOR TO LOT MERGER



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Exhibit "B"

LEGAL DESCRIPTION AFTER LOT MERGER



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Exhibit "C"

OWNERS CERTIFICATE FOR LOT MERGER

We hereby certify that we are all and the only owners of the property as described in EXHIBIT "A" and "B" and shown on EXHIBIT "D" all attached hereto, and we hereby consent to the preparation and recordation of a Certificate of Compliance to adjust the lot lines as shown on these exhibits.

Name of Owner

Name of Owner

By: _____
(Print Name)

By: _____
(Print Name)

By: _____
(Signature)

By: _____
(Signature)

NOTARY ACKNOWLEDGEMENT

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.

State of California
County of _____)

On _____ before me, _____
(insert name and title of the officer)

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), 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.

Signature _____ (Seal)



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Exhibit "D"

PLAT OF PROPERTY SHOWING THE LOT MERGER