

LAND MERGER APPLICATION CHECKLIST

- _____ Completed merger application
- _____ Merger application fee
- _____ Signature of ***all*** property owners of record on application form
(Ownership of all parcels must be identical)
- _____ Original vesting deeds
- _____ Plot Plan to include the following:
 - _____ Name, address of owner(s) and Assessor's Parcel number of property
 - _____ A site location sketch indicating the location of the proposed project in relation to surrounding area.
 - _____ North arrow
 - _____ Location and dimensions of existing and proposed: (if applicable)
 - (1) Buildings, including improvements and appurtenant structures
 - (2) Building setbacks
 - (3) Existing and/or proposed road access (if proposed, indicate type of road improvement standard)
- _____ New legal description of merged parcel (prepared, stamped and signed by a civil engineer or land surveyor)
- _____ Current preliminary title report (within 6 months) and all supporting documents showing current property owner
- _____ Completed and signed Butte County "Request for Combination Form"

TOWN OF PARADISE
APPLICATION FOR LAND MERGER
APPLICANT'S GUIDE TO PROCEDURES

INTRODUCTION:

A Certificate of Merger is required to combine existing lots of record, in accordance with the State Subdivision Map Act.

ESTIMATED PROCESSING TIME BY TOWN:

Processing time for a merger measured from the date of application to the issuance of a Certificate from the Town Engineer is usually **FOUR (4) TO SIX (6) WEEKS**. If the original application contains all the information listed on the form, it will shorten the total processing time by approximately two (2) weeks. The turnaround time for recording the certificate is **APPROXIMATELY TWO (2) WEEKS**, but may vary depending on County Recorders Office workload. Processing time over three (3) hours for land merger will be on a per hour rate basis.

APPLICATION REQUIREMENTS AND PROCEDURE:

In order to avoid delays in processing the application, the following information items **MUST BE SUBMITTED WITH ALL MERGER** applications. Applications will be deemed **INCOMPLETE AND NOT PROCESSED** unless all application information requirements are met.

1. Submit a completed merger application form along with the appropriate application fee, payable by cash, VISA/MasterCard, or check made payable to the Town of Paradise. NOTE: ALL PROPERTY OWNERS OF RECORD FOR EACH PARCEL AFFECTED MUST SIGN THE APPLICATION FORM.
2. Submit a copy of the original vesting deeds and the new legal description for the merged parcel. The new description should be prepared, stamped and signed by a licensed Civil Engineer or Land Surveyor, using metes and bounds to describe the combined parcel.
3. Submit a **detailed plot plan**. All plot plans are to **DRAWN TO SCALE**. (see attached)
4. Submit a copy of a current preliminary title report within six (6) months; including all supporting documents and showing the current property owner.
5. Complete and sign the Butte County "Request for Combination" form.
6. Title must be **EXACTLY** the same on all parcels.

NOTE: If you have any questions concerning a Certificate of Merger application feel free to contact the Public Works Department, Engineering Division.

TOWN OF PARADISE
5555 Skyway, Paradise CA 95969
(530) 872-6291

APPLICATION FOR CERTIFICATE OF MERGER

Owner/Applicant: _____

Mailing Address: _____

Phone: _____ APNs involved: _____

(NOTE: The signatures of **all** owners of record affected are required.)

Owner/Applicant	Date	APN
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Owner/Applicant	Date	APN
-----------------	------	-----

Other Owners	Date	APN
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Other Owners	Date	APN
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Other Owners	Date	APN
--------------	------	-----

Other Owners	Date	APN
--------------	------	-----

Affected APNs:	Creation Date:	Recorder's Serial Number:
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1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____

For Office/Staff Use

Date Received: _____ By _____

Fee Paid/Receipt No.: _____ TOP File No.: _____

Verify Receipt of:	Yes	No
Title report or lot book reports	_____	_____
Copies of vesting deeds	_____	_____
Copies of all parcel creation deeds	_____	_____

NOTE: By signing this application, the applicant is indicating that the affected parcels are not included on any state or local list of hazardous sites compiled pursuant to California Government Code Section 65962.5, effective July 1, 1987.

Ken Reimers
Butte County Assessor
25 County Center Drive
Oroville CA 95965-3382
(530) 538-7721 Fax (530) 538-7991

Date: _____

____ REQUEST FOR COMBINATION OF ASSESSOR'S PARCELS
____ REQUEST FOR SEPARATION OF ASSESSOR'S PARCELS (AS ESTABLISHED BY A
____ PRIOR SUBDIVISION OR PARCEL MAP)

A.P. Number(s): _____

Requested by: _____

PLEASE NOTE THE FOLLOWING CAREFULLY!

1. This request will be processed under conditions regulated by this Department. If approval is NOT granted, owner(s) will be notified.
2. Title must be held exactly the same on all parcels.
3. All owners MUST sign this request.
4. Parcels must be contiguous. If the properties are separated by a road, right of way, or easement, the Assessor will determine, within his discretion, whether or not to combine the properties.
5. All parcels must be in the same tax rate area.
6. All taxes on the parcel must be current.
7. A combination may be irreversible and may be binding on all future owners of the property.
8. Assessor's Parcels are created by the Assessor solely to implement the administration of property tax laws and have no necessary relationship to land use and should not be considered to always be a legally created parcel for building purposes. The term "PARCEL" used in zoning, building and sanitation laws, does not necessarily refer to Assessor's Parcels.

Owner(s) Name (as shown on Assessor's records): _____

Address: _____

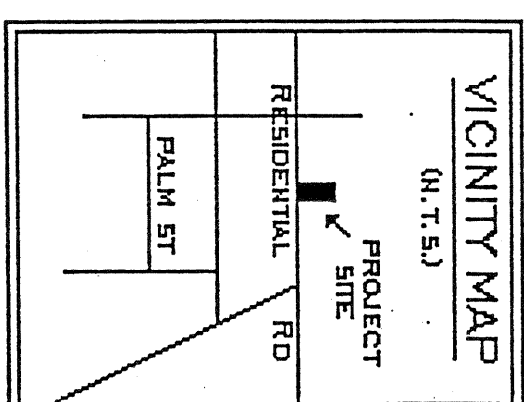
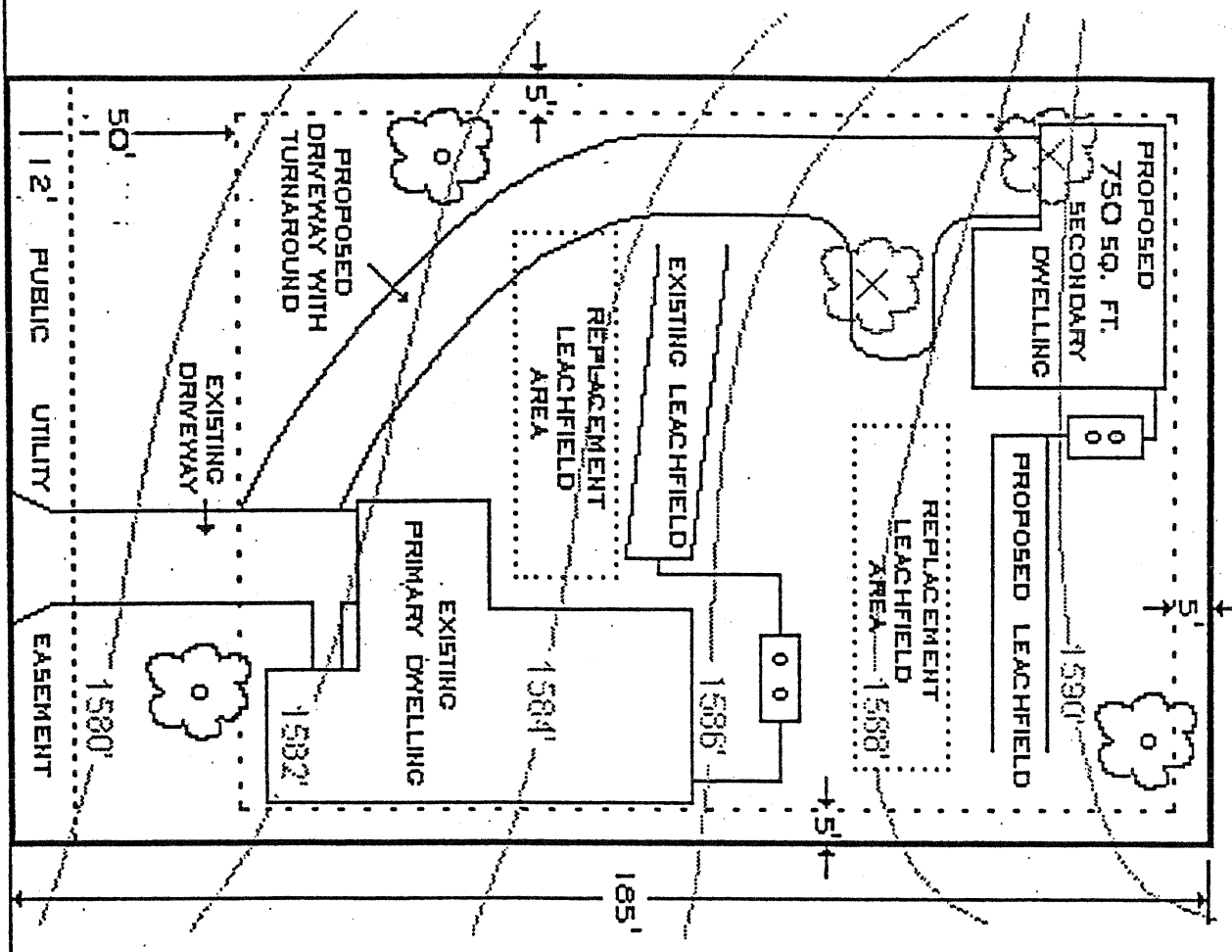
Telephone (daytime phone): _____

If there are improvements on any of the lots, please indicate which lot they are on: _____

Owner's signature(s): _____

Example Plot Plan for Residential Projects

ALL PLOT PLANS MUST SHOW PROPERTY DIMENSIONS AND SLOPES, LOCATIONS OF EXISTING AND PROPOSED STRUCTURES, SEPTIC TANKS, LEACH FIELDS AND REPLACEMENT AREAS, STREAMS AND DRAINAGE AREAS, AND DISTANCES BETWEEN STRUCTURES, FEATURES AND PROPERTY LINES. INDICATE ALL BUILDING SETBACK LINES AND BUILDING EXCLUSION AREAS. SHOW ALL EASEMENTS OF RECORD AFFECTING THE PROPERTY. PLANS MUST BE DRAWN TO A COMMON ENGINEER'S SCALE.



LEGEND

- TREES TO BE REMOVED (indicated by a tree symbol with an 'X')
- TREES TO REMAIN (indicated by a tree symbol)
- ELEVATION CONTOURS (indicated by a dashed line)

PLOT PLAN FOR:

JOHN Q. PUBLIC
700 RESIDENTIAL ROAD
PARADISE, CA

1" = 30'

RESIDENTIAL ROAD 120' FIRE HYDRANT 300 FT

ASSESSOR PARCEL NUMBER 055-730-001