



**Town of Paradise**  
Public Works Department  
5555 Skyway  
Paradise, CA 95969  
(530) 872-6291

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## **Town of Paradise Application Checklist for Land Merger**

### ***Applicant's Guide & Checklist***

- **Introduction:**

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

- **First Submittal/Intake:**

1. Submit your first submittal of the Certificate of Merger to the Building Resiliency Center: 5555 Skyway, Paradise, California, 95969 530-872-6291x411.
2. Comments and correspondence on your submittal will be made electronically via email.
3. Subsequent submittals may be emailed to the reviewer who provides your comments to you electronically via email, or they may be dropped off, mailed as a hard copy to: Engineering & Public Works Department, Town Hall, 5555 Skyway, Paradise, California, 95969, 530-872-6291x178.

- **Application Requirements & Procedure:**

The processing time for a merger (from submittal to issuance) is usually four to six weeks. If the original application contains all the information listed on the form, it will shorten the total processing time. The turnaround time for recording the Certificate of Merger is approximately two weeks but may vary based on staff and the County Recorder's workload. If corrections are issued by the Town and the applicant does not dutifully respond and keep the application active, it may incur additional plan check fees or time delays, as a re-check may be required.

In order to avoid delays in processing the application, the following information must be submitted with all merger applications. Applications may be deemed incomplete and not processed if all application requirements are not met.

1. Submit a completed Merger application form along with the required fee.
  - a. All property owners of record for each parcel affected must sign the application form.
  - b. Fee may be paid by cash, card, or check made payable to the Town of Paradise
  - c. 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.
  - d. Submit a detailed plot plan. All plot plans are drawn to scale.
  - e. Submit a copy of a current preliminary title report (within 6 months); including all supporting documents and showing the current property owner.



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- f. Title must be held exactly the same on all parcels being merged.

### **Merger Checklist**

- Submit application, documents and fee to the Building Resiliency Center: 5555 Skyway, Paradise, California, 95969 530-872-6291x411.
  - Completed “Application for Certificate of Merger”
  - Merger application fee \$6454.60
  - Signature of all property owners of record on application form (Ownership of all parcels must be identical)
  - Original vesting deeds
  - Plot map to include the following:
    - Name, address of owner(s) and Assessor’s Parcel number of property
    - A site location map indicating the location of the proposed project in relation to surrounding area. -usually shown on sheet 2 or 3 of Plat Map
    - North Arrow
    - Location and dimensions of existing and proposed (if applicable):
      - Building Setbacks
      - 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) With added paragraph at end of legal description.
  - Current preliminary title report (Within 6 months) and all supporting documents showing current property owner.