



**CITY OF PERRIS**  
**DEVELOPMENT SERVICES DEPARTMENT**  
**PLANNING DIVISION**  
 135 N. "D" Streets, Perris, CA 92570-2200  
**TEL: (951) 943-5003 FAX: (951) 943-8379**

**APPLICATION-CERTIFICATE OF PARCEL MERGER**

*Record Owner* \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ (8 a.m. – 5 p.m.)

*Representative* \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ (8 a.m. – 5 p.m.)

*Contact Person* \_\_\_\_\_ *Telephone No.* (\_\_\_\_) \_\_\_\_\_

**PROPERTY DATA**

Assessor Parcel Nos: Parcel 1 \_\_\_\_\_  
 Parcel 2 \_\_\_\_\_  
 Parcel 3 \_\_\_\_\_  
 Parcel 4 \_\_\_\_\_

Section, Township, Range: Sec. \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_

General Location (Street Address): \_\_\_\_\_

Request: (Include number of contiguous parcels to be merged and why merger is requested.)

Application Fee: See Current Fee Schedule.

(I/We) hereby certify that (1) I am/we are) the record owner(s) of all parcels proposed for merger by this application: (2) (I/We) have knowledge of and consent to the filing of this application, and (3) the information submitted in connection with this application is true and correct. (Letters of Authorization may be attached)

\_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Case No. _____ Zoning _____ Related Case(s) _____	DATE STAMP
---	------------

**PROPERTY OWNER(S) AUTHORIZATION FORM**

**AUTHORIZATION FOR AGENT TO ACT ON BEHALF OF LEGAL PROPERTY OWNER**

I/We, the owner(s) of the subject property, do hereby authorize \_\_\_\_\_ to act in my/our behalf on matters pertaining to \_\_\_\_\_  
(Describe nature of request: i.e., Development Plan Review, Tract, Zone Change, Tract Map, Parcel Map, Conditional Use Permit, etc.)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature(s) of Legal Owner(s)

State of California       §  
County of Riverside     §

On this \_\_\_\_\_ day of \_\_\_\_\_, 2003, before me \_\_\_\_\_ a Notary Public, personally appeared \_\_\_\_\_ known to me to be the person(s) whose name(s) are/is subscribed to the within instrument and acknowledged that he/she/they executed the same.

Witness my hand and Official Seal

Signature \_\_\_\_\_

Name (printed) \_\_\_\_\_

# FILING INSTRUCTIONS FOR CERTIFICATE OF PARCEL MERGER

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of Certificate of Parcel Merger Application. Your cooperation with these instructions will insure that your application can be processed in the most expeditious manner possible.

## I REQUIREMENTS FOR FILING APPLICATION

The application for a Certificate of Parcel Merger requires the completion of simple forms requiring ownership and legal descriptions of the properties involved, the preparation of maps illustrating the proposal, and the payment of a processing fee. The legal owners of the parcels involved will be responsible for the accuracy of all information submitted in connection with this application.

The items that are required to be submitted will be legal documents that must be recorded. Therefore, the forms must be typed, and the exhibits drawn legibly. Also, to assure the reproducibility of the documents, use black ink on all forms and maps.

To accurately compile the information required, the services of a draftsman, engineer, surveyor, or title insurance company may be advisable and in some cases essential.

The County Assessor cannot merge parcel boundaries unless all current and past taxes have been paid on the involved parcels. It is the property owner's responsibility to assure that all property tax liabilities have been met.

## II CRITERIA FOR ACCEPTANCE

An application for a Certificate of Parcel Merger may be accepted when it can be determined that the proposal complies with the following specifications:

1. The parcels to be merged are, at the time of merger, under common ownership and written consent has been obtained from all record owners.
2. The parcel as merged will be consistent with the zoning of the property.
3. The parcel as merged will not conflict with the location of any existing structures on the property.
4. The parcel as merged will not be deprived access as a result of the merger.
5. Access to adjoining parcels will not be restricted by the merger.
6. No new lot lines are created through the merger.
7. All parcels to be merged must be legal parcels as defined by the State Subdivision Map Act.

## III ITEMS TO BE SUBMITTED

### A. APPLICATION FOR CERTIFICATE OF PARCEL MERGER

This form must be filled out completely. The record owners of the involved parcels must all sign the application form or provide letters of authorization. Full legal descriptions for the existing parcels must accompany the application. Submit a copy of the current grant deed for each parcel.

### B. EXHIBIT "A" – LEGAL DESCRIPTIONS

Complete this form with the names of the current record owners, assessors parcel numbers, and legal description of the merged parcel. Please type this form as it will be one of the recorded documents.

### C. EXHIBIT "B" - MAP

The map must be drawn in **black ink** on the 8 ½ x 11 form provided. The map must be clear and readable. Copies of the Assessor's Map are not acceptable. At least the following information must be provided on the map (additional information may be required):

1. Map scale and north arrow.
2. The location of the project site in relation to existing streets and the distance to the nearest cross-streets. (Must be detailed enough to allow someone not familiar with the area to locate the project site.)
3. The existing and proposed lot layout. Show bearings and distances for all parcel lines. Use a heavy solid line for the merged parcel boundary, and light dashed lines to delineate the original parcel boundaries. See attached sample map.
4. A number for each parcel (parcel 1, parcel 2, etc.) and the net area of each parcel. Net area equals the gross area minus easements that restrict the surface use of the property, such as vehicular, pedestrian, or equestrian easements.

D. EXHIBIT "C" - SITE PLAN

Since only certain information can be on the official recorded Certificate of Parcel Merge Map (Exhibit "B") a second map is required showing additional information necessary to verify compliance with adopted City Ordinances. This information may be submitted on the attached form labeled **SITE PLAN**. See attached sample site map. The following information must be included on the Site Plan:

1. Name, address and telephone number of applicant.
2. Scale (number of feet per inch).
3. Legal description of property and Assessor's parcel number.
4. North arrow (top of map north).
5. Overall dimensions of the property and location of adjoining lot lines.
6. Location and names of adjoining streets. Accurately locate street centerline, and show all existing improvements such as sidewalks, curbs, gutters, and curb cuts for entrances.
7. Location and dimensions of existing structures, easements and/or uses.
8. Location, dimensions, arrangement and numbering of parking spaces or existing and/or proposed parking and loading facilities.
9. Set back dimensions.
10. Location and nature of existing fences, gates, walls, driveways, and curbs.

E. PROCESSING FEE

See current fee schedule.

F. TITLE REPORT

A Preliminary Title Report is required prior to review of the application by the City Engineer.

G. RECORD OWNERS

Written consent of all owners of record interest will be required prior to approval of the Certificate of Parcel Merger.

IV PROCEDURE

- A. The applicant should prepare the forms and map and submit the ORIGINALS to the Department of Planning and Community Development along with the required processing fee. The maps and legal descriptions will be reviewed by the City Engineer to determine whether they are technically correct and in an acceptable form to be recorded. The application, map and site plan will be reviewed to verify compliance with established City policy and procedures, with zoning and land use ordinances, and with administrative procedures established by the Director of Planning and Community Development and the City Council.
- B. The applicant shall submit to the County Recorder for recordation the new legal description and exhibit within twenty (20) days after it has been approved by the Director of Planning and Community Development.

# EXHIBIT A Legal Description

CERTIFICATE OF PARCEL MERGER NO. \_\_\_\_\_

**Record Owners**

**Existing Parcels Assessor Parcel Numbers**

John Doe	569-085-018
John Doe	569-085-019
John Doe	569-085-016
John Doe	569-085-020

**Legal Description of Merged Parcel**

SAMPLE

PARCEL 1

Beginning at the northwest corner of lot 12 of Tract No. 2396; thence along the north line of said lot 12 through the following courses: N 73°23'28" E., a distance of 68.98 feet to the beginning of a curve concave to the north and having a radius of 180 feet; thence northeasterly along said curve through a central angle of 47°55'48" a distance of 150.58 feet; thence N 25°27'40" E, to the beginning of a curve concave to the south and having a radius of 10 feet; thence northeasterly along said curve through a central angle of 36°16'20" a distance of 75.97 feet; thence N 61°44'00" E a distance of 163.58 feet; thence N 74°26'16" E, a distance of 518.41 feet; thence S 00°24'44" W, a distance of 554.64 feet along the easterly line of said lot 12; thence to the S 75°51'59" W, a distance of 875.18 feet; thence N 74°29'27" NW, a distance of 30 feet to the centerline of Valerio Drive, northerly along a curve concave to the west and having a radius of 200 feet through a central angle of 21°90'53", a distance of 73.88 feet; thence N 05°39'20" W, a distance of 295.17 feet; thence N 84°20'40" E, a distance of 30 feet to the point of beginning.

PARCEL 2

Beginning at the southwest corner of lot 12 of Tract No. 2396; thence through the following courses: N 87°45'34" W, a distance of 32.38 feet to the center line of Valerio Drive as shows on said map; thence along the centerline of Valerio Drive N 24°21'25" E, a distance of 362.49 feet to the beginning of a curve, concave to the west, and having a radius of 200 feet; thence northerly along said curve, through a central angle of 08°50'52", a distance of 30.88 feet; thence S 74°29'27" E, a distance of 30 feet, thence N 75°51'59" E, a distance of 875.18 feet; thence S 00°24'44" @, a distance of 605.36 feet; thence along the south line of said lot N 87°45'34" W, a distance of 1001.67 feet to the point of beginning.

Signature of Recorded Owner(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEPARTMENT USE ONLY

This certificate of Parcel Merger No. \_\_\_\_\_ is hereby approved

BY \_\_\_\_\_

Title \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

# EXHIBIT A Legal Description

CERTIFICATE OF PARCEL MERGER NO. \_\_\_\_\_

---

**Record Owners**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Existing Parcels Assessor Parcel Numbers**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**Legal Description of Merged Parcel**

---

---

Signature of Recorded Owner(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

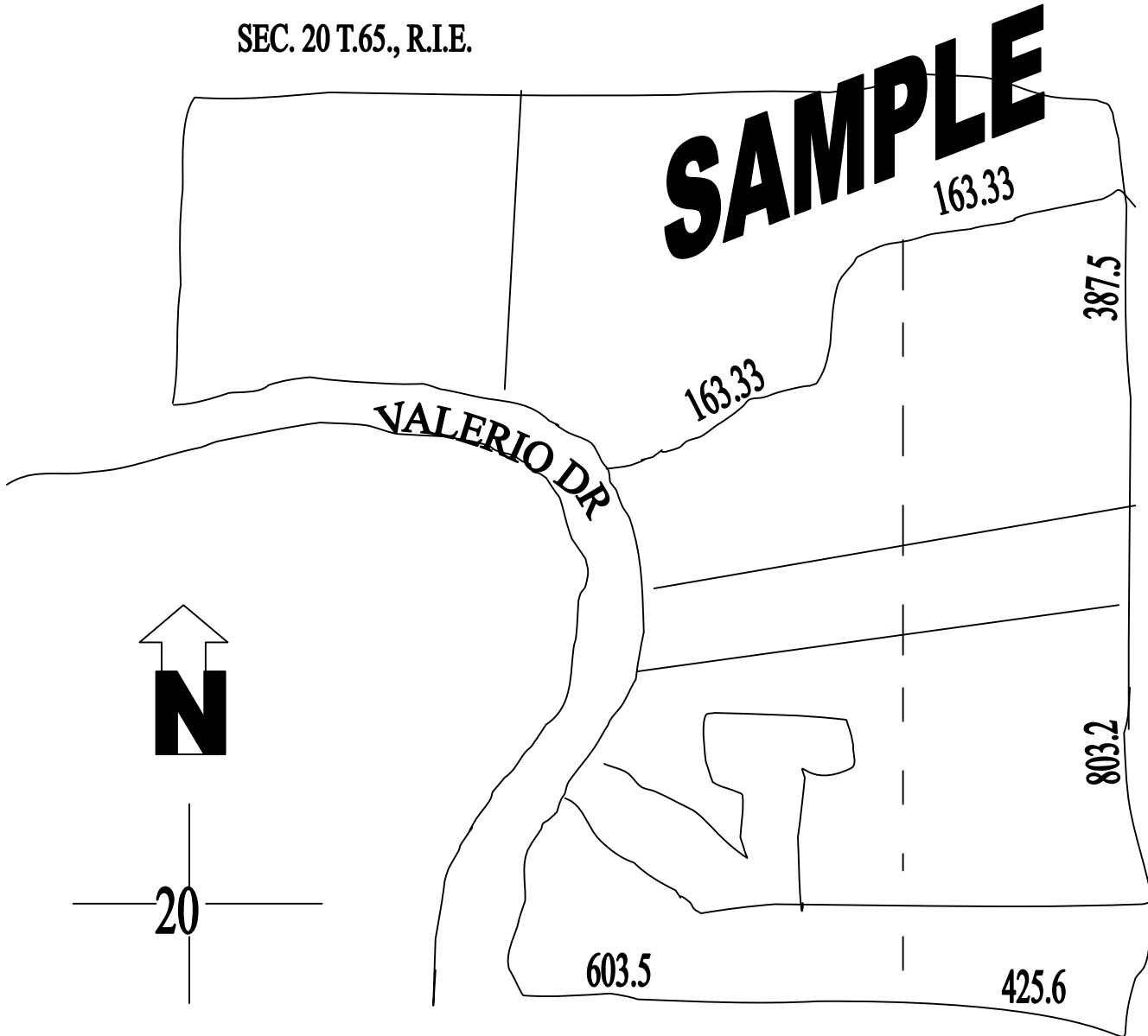
DEPARTMENT USE ONLY

This certificate of Parcel Merger No. _____ is hereby approved BY _____ Title _____ DATE SUBMITTED _____
---

**EXHIBIT B  
MAP**

**CERTIFICATE OF PARCEL MERGER NO. \_\_\_\_\_**

**SEC. 20 T.65., R.I.E.**



**Scale 1" = 400'**

**EXHIBIT B**  
**MAP**

**CERTIFICATE OF PARCEL MERGER NO.** \_\_\_\_\_

Record Owner: \_\_\_\_\_

Scale: \_\_\_\_\_

Address: \_\_\_\_\_

Map Prepared by: \_\_\_\_\_

Address: \_\_\_\_\_

Assessor Parcel No. \_\_\_\_\_

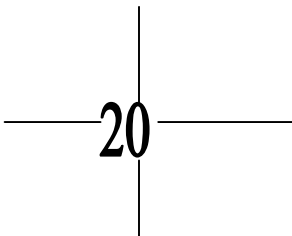
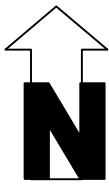
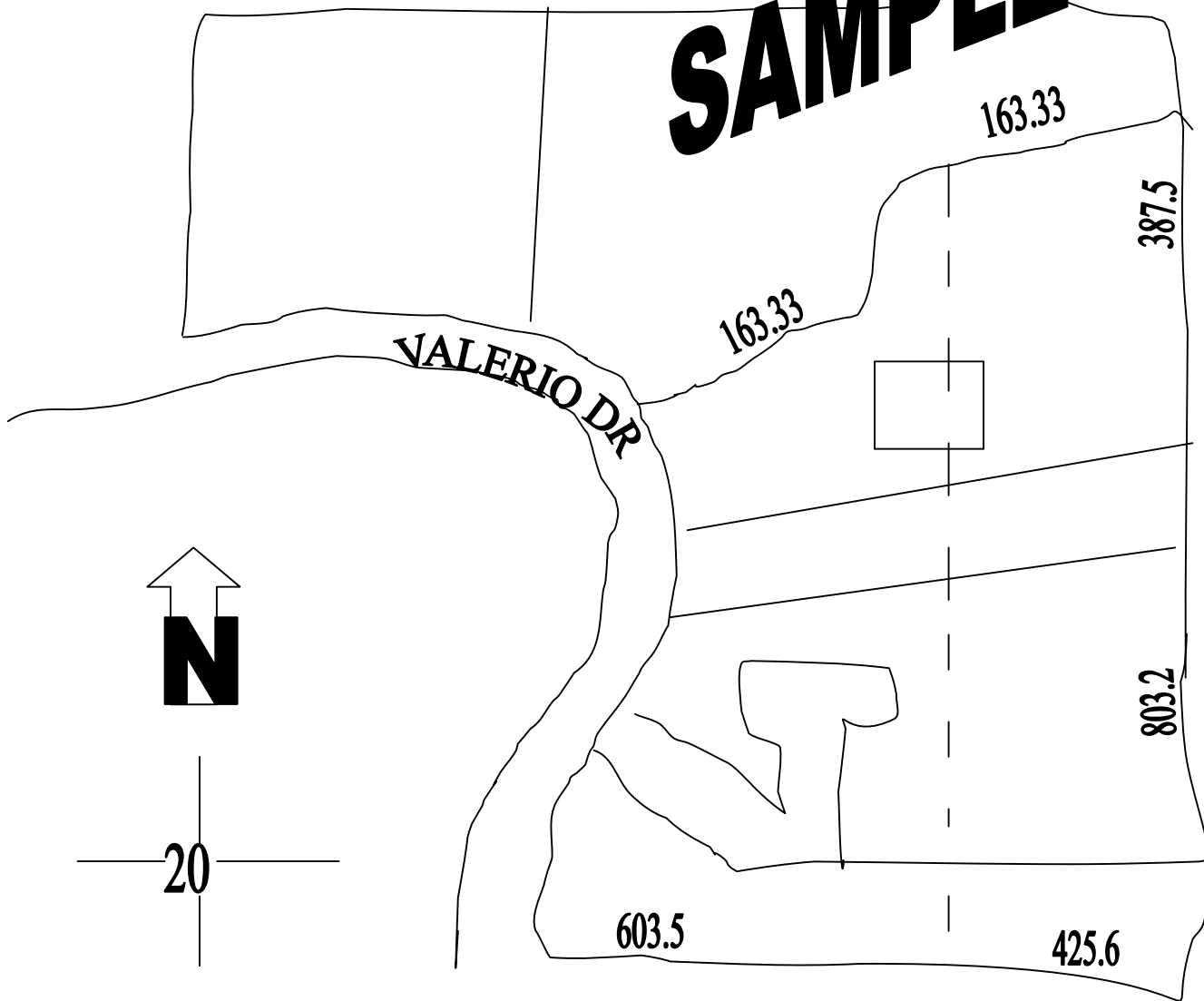


# EXHIBIT C SITE PLAN

CERTIFICATE OF PARCEL MERGER NO. \_\_\_\_\_

SEC. 20 T.65., R.I.E.

# SAMPLE



Scale 1" = 400'

# EXHIBIT C SITE PLAN

Record Owner: \_\_\_\_\_

Scale: \_\_\_\_\_

Address: \_\_\_\_\_

Map Prepared by: \_\_\_\_\_

Address: \_\_\_\_\_

Assessor Parcel No. \_\_\_\_\_