



# EZOP Planning Checklist

## LOT MERGER

### Information Sheet

#### GENERAL INFORMATION

A Lot Merger combines two or more substandard lots into one and is a recorded document. A Lot Merger is completely different from a Lot Combination. A Lot Combination is processed through the Assessor's Office and combines the lots for tax billing convenience purposes only (i.e. one tax bill). **With a Lot Combination, the lots can still be sold separately. With a Lot Merger, the lots become one and can only be divided and sold separately if they comply with the Subdivision Map Act, County General Plan, and County Development Code.**

#### FEES

**Average Cost Application:** See Master Fee Schedule

#### PROCEDURES

The Director of Land Use Services approves a Lot Merger. Normal processing time is four to six weeks from the acceptance of the application.

##### To qualify for a Mandatory Lot Merger:

- 1) All lots must be contiguous or adjacent, AND;
- 2) The ownership of all lots must be identical, AND;
- 3) The lots must be in the same tax rate area, AND;
- 4) All taxes must have been paid and current, AND;
- 5) At least one of the following conditions must exist:
  - a. One of the lots does not conform to standards for minimum lot size or dimensions specified by the applicable land use district;
  - b. The lot comprises less than five thousand (5,000) square feet in area;
  - c. The lot was created in compliance with applicable laws and ordinances in effect at the time of its creation;
  - d. The lot does not meet slope stability and/or density standards as specified by the Development Code, a Specific Plan, or the General Plan;
  - e. The lot has no legal access which is adequate for vehicular and emergency equipment access and maneuverability;
  - f. The development of the lot would create health or safety hazards;
  - g. The lot is inconsistent with the General Plan and any applicable Specific Plan other than for minimum lot size or density standards.

**OR**

To qualify as a Voluntary Merger items 1-4 above must be met **AND**

- 6) The parcels as merged will not be deprived of legal access as a result of the merger and access to the adjoining parcels will not be restricted by the merger.

#### SUBMITTAL MATERIALS CHECKLIST

**Forms and Guidance Materials can be found at:** <https://lus.sbcounty.gov/planning-home/handouts/>

- ☐ 1. Property Owner Certification.
- ☐ 2. Proof of Property Ownership (**NOTE: THE OWNERSHIP ON EACH PARCEL MUST BE IDENTICAL OR THE PARCELS WILL NOT BE MERGED**):
  - Recorded Grant Deed (or Quitclaim Deed with the previous Grant Deed) for each lot or parcel listed on the application
  - OR**
  - A copy of a current Preliminary Title Report (issued within 60 days of application submission).

*NOTE: If a trustee is listed as the property owner, a copy of the trust agreement is required. For Grant Deeds that list Corporations, Partnerships, or Fictitious Firms as the Grantor or Grantee, a certified copy of each of the Articles of Incorporation including statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm is required.*

- ☐ 3. Site/Plot Plan.



## **Lot Merger Plot Plan Instructions**

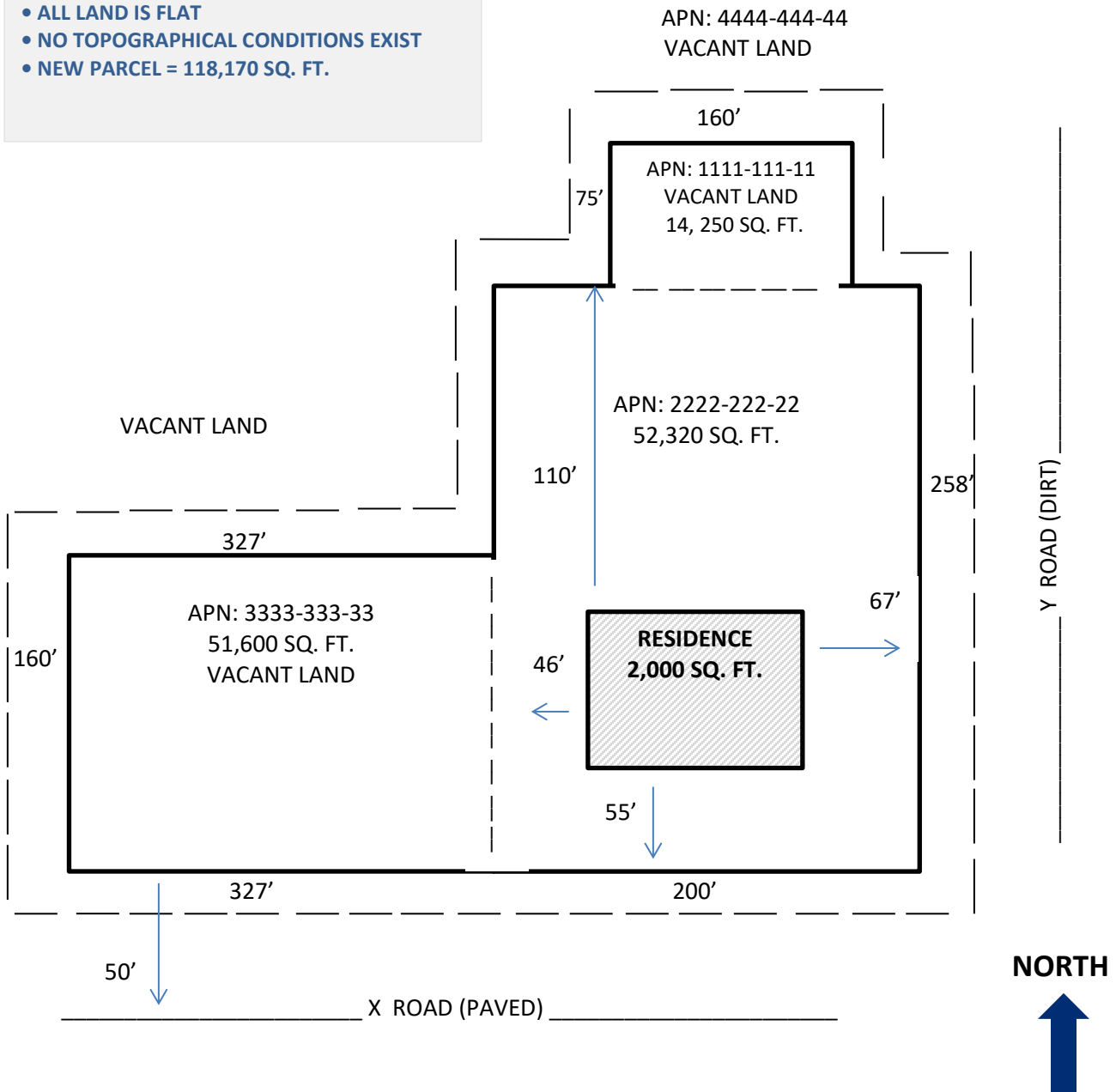
### **PLOT PLAN INFORMATION**

1. Information Portion must contain the applicant's name and phone number, the number of lots to be created, the Assessor's book, page and parcel number(s) of the existing parcel(s).
2. Plan should be drawn so that "north" is to the top of the Property Plot Plan Form. Write the scale of the plot plan under the north arrow provided.
3. Delineate the location and dimension the lengths and widths of the following:
  - a) Existing property lines for each lot or parcel. Existing lot lines that will not remain should be shown as a dashed line. Place a dashed line around each combination of lots to be merged.
  - b) Existing rights-of-way for all abutting streets and names of said streets.
  - c) Existing street and drainage improvements (paved, dirt, etc.).
  - d) All existing easement for drainage, public utilities, access or encroachments.
  - e) All underground structures including septic tanks, leach lines, seepage pits. If none, indicate method of sewage disposal.
  - f) All storm drains and wells.
  - g) All existing structures. In addition to dimension of structures, indicate the distances between structures and between each structure and the nearest existing or proposed property line. Also indicate the use of each structure and any that are to be removed. If none, indicate "vacant" on the plot plan.
  - h) Indicate location of any topographic conditions (hills, canyons, water courses, known seismic fault areas, etc.). If none, indicate on plan that no topographic conditions exist.
4. Compute and record the net lot area in square feet or acres for each new proposed lot and include a new legal description.
5. If commercial and/or industrial structures are existing and to be retained and utilized, show all parking facilities and driveways.



## Lot Merger Plot Plan Example

- ALL LAND IS FLAT
- NO TOPOGRAPHICAL CONDITIONS EXIST
- NEW PARCEL = 118,170 SQ. FT.



### INFORMATION PORTION

SCALE 1" = 20'

Applicant Name: Jerry Garcia  
Applicant Phone Number: (123) 456-7890

Proposed number of new lots: 1  
Assessor Parcel Numbers: 1111-111-11, 2222-222-22,  
& 3333-333-33