



CITY OF WILDOMAR
Development Engineering
23873 Clinton Keith Road, Suite #110
Wildomar, CA 92595
Tel. (951) 677-7751

For office use only.
**Project Tracking
Number**

PARCEL MERGER APPLICATION

PROJECT INFORMATION

PROJECT ADDRESS/LOCATION:			
Parcel A		Assessors Parcel Number	
Parcel B		Assessors Parcel Number	
Parcel C		Assessors Parcel Number	
Parcel D		Assessors Parcel Number	
Requested Parcel Merger & Reason For Request:			
General Plan Land Use Designation:		Zoning:	

PROPERTY OWNER CONTACT INFORMATION

Name		
Mailing Address		
Telephone	Fax	Email
I hereby authorize this application and certify that all filing requirements have been satisfied for my application. I also acknowledge that incomplete submittals will be returned.		
Signature of Applicant		Date

LAND SURVEYOR/CIVIL ENGINEER CONTACT INFORMATION

Name		
Mailing Address		
Telephone	Fax	Email
All communications concerning this request should be directed to the: <input type="checkbox"/> Applicant <input type="checkbox"/> Land Surveyor/Civil Engineer		

☐ Check here if additional Property Owner Certifications are attached to this application.



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ACKNOWLEDGEMENT OF INDEMNIFICATION RESPONSIBILITY BY THE APPLICANT

(Project representative signatures will not be accepted.)

The applicant shall indemnify, protect, defend, and hold harmless, the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, from any and all claims, demands, law suits, writs of mandamus, and other actions and proceedings (whether legal, equitable, declaratory, administrative or adjudicatory in nature), and alternative dispute resolutions procedures (including, but not limited to arbitrations, mediations, and other such procedures), (collectively "Actions"), brought against the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, that challenge, attack, or seek to modify, set aside, void, or annul, the any action of, or any permit or approval issued by, the City and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof (including actions approved by the voters of the City), for or concerning the project, whether such Actions are brought under the California Environmental Quality Act, the Planning and Zoning Law, the Subdivision Map Act, Code of Civil Procedure Section 1085 or 1094.5, or any other state, federal, or local statute, law, ordinance, rule, regulation, or any decision of a court of competent jurisdiction. City shall promptly notify the applicant of any Action brought and request that applicant defend the City. It is expressly agreed that applicant may select legal counsel providing the applicant's defense and the City shall have the right to approve separate legal counsel providing the City's defense. The applicant shall reimburse City for any attorneys' fees, costs and expenses directly and necessarily incurred by the City in the course of the defense. Applicant agrees that City will forward monthly invoices to Applicant for attorneys' fees, costs and expenses it has incurred related to its defense of any Action and applicant agrees to timely payment within thirty (30) days of receipt of the invoice. Within fourteen (14) days of an Action being filed, applicant agrees to post adequate security or a cash deposit with City in an amount to cover the City's estimated attorneys' fees, costs and expenses incurred by City in the course of the defense in order to ensure timely payment of the City's invoices. The amount of the security or cash deposit shall be determined by the City. City shall cooperate with applicant in the defense of any Action.

Applicant Printed Name

Signature

Date Signed

Address:

Address

City

State

ZIP CODE

E-mail Contact Information: _____

Telephone Number: _____

APPLICATION INSTRUCTIONS AND REQUIREMENTS FOR A PARCEL MERGER

THE PARCEL MERGER FILING PACKAGE MUST CONSIST OF THE FOLLOWING ITEMS:

1. Completed and signed Application Form (See Section A below).
2. Applicable fixed fee (see fee schedule).
3. A copy of each of the current owners' recorded deed of each of the properties involved. If one or more of the properties involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so.
4. Current (less than 60 days old) Preliminary Title Report for each of the subject properties. (with hyperlinks).
5. A completed copy (signatures must be provided and notarized prior to final submittal and recordation) of the "CERTIFICATE OF PARCEL MERGER" form (See Section B below).
6. Completed Exhibit "A" - Legal Description (See Section B below).
7. Completed Exhibit "B" - Map (See Section C below).
8. Completed Exhibit "C" - Site Plan (See Section D below).
9. A copy of ALL record maps noted on the exhibits to be reviewed
10. A copy of ALL documents noted on the exhibits to be reviewed
11. A copy of ALL legal documents and easement documents noted on the exhibits to be reviewed and in the preliminary title report
12. A copy of ALL noted reference documents referenced in deeds and documents

LIMITATIONS FOR PARCEL MERGERS:

- The parcel as merged must be consistent with standards and requirements identified in the Zoning Ordinance and the City General Plan.
- All merged parcels must be legal parcels as defined by the Subdivision Map Act.
- The parcels to be merged consist of four (4) or fewer existing contiguous parcels
- No new lot lines may be created.
- The parcels to be merged can not conflict with the location of any existing structures.
- Access to any adjoining parcels can not be obstructed or restricted through the merger.

SECTION A. INSTRUCTIONS FOR CERTIFICATE OF PARCEL MERGER APPLICATION FORM

1. Please type or print legibly the applicant's name, e-mail address, mailing address, phone number, and fax number.
 2. Determine which property will be designated as Property "A," Property "B," Property "C," and Property "D." If the application involves fewer than four (4) properties, draw a horizontal line through all references to Property "C" and/or Property "D," as applicable.
 3. List the assessor's parcel number(s) and street address (if applicable) for each property involved.
 4. Provide a reason for the parcel merger being requested. If additional space is necessary, use additional sheet(s) of paper.
 5. Provide the printed name and original (wet-signed) signature of the applicant.
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SECTION B. INSTRUCTIONS FOR THE LEGAL DESCRIPTION (EXHIBIT "A")

The Legal Description Exhibit must be prepared and stamped by a licensed land surveyor or qualified registered civil engineer (registered prior to Jan. 1, 1982, with a R.C.E. number of 33965 or lower).

1. The existing legal descriptions and the merged legal description shall be clearly identified and written, and shall include an acreage (or square footage) calculation for the existing properties and the merged property.
 2. The exhibit shall contain a reference to the applicable Certificate of Parcel Merger application number.
 3. The date the exhibit was prepared.
 4. If necessary, this exhibit may contain multiple pages, but if so, each page shall contain a reference indicating the applicable page number and the total number of pages (e.g. Page 1 of 3).
 5. An original stamp and wet-signed signature of the licensed land surveyor or a qualified registered civil engineer (registered prior to Jan. 1, 1982, with an R.C.E. number of 33965 or lower) who prepared the exhibit.
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SECTION C. INSTRUCTIONS FOR THE MAP EXHIBIT (EXHIBIT "B")

This exhibit must be drawn in black ink on the 8½" X 11" form provided in Exhibit "B" and must be prepared by a licensed land surveyor or a qualified registered civil engineer (registered prior to Jan. 1, 1982, with an R.C.E. number of 33965 or lower), and drawn to an acceptable engineers scale. The Map must contain the following information:

1. The assessor's parcel numbers for all involved properties.
2. A north arrow (top of map north).

3. Scale (number of feet per inch).
 4. Vicinity Map showing the locate of the project in relation to the existing streets.
 5. The existing and proposed lot configuration for all properties involved showing bearings and distances for all property lines, and any existing easements. Use a heavy solid line for the merged parcel boundary and a lighter dashed line to delineate the original parcel boundaries.
 6. An original stamp and wet-signed signature of the licensed land surveyor or qualified registered civil engineer's who prepared the Map.
 7. The date the Map was prepared.
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SECTION D. INSTRUCTIONS FOR THE SITE PLAN EXHIBIT (EXHIBIT "C")

Because only certain information can be on the official Certificate of Parcel Merger, a second map is required showing additional information necessary to verify compliance with the adopted City ordinances. This information may be submitted on the attached form labeled EXHIBIT "C" - SITE PLAN. The following information must be included on the Site Plan:

1. Name, address and telephone number of the applicant.
2. North arrow (top of map north)
3. Scale (number of feet per inch)
4. Legal description of the property.
5. The overall dimensions of the property and location of adjoining lot lines.
6. Location and names of adjoining streets. Accurately locate street centerline, and show any existing improvements such as curbs and curb cuts, gutters, and driveways.
7. Location of all existing buildings, structures, easements, and septic systems.
8. Location, dimensions, arrangement, and numbering of any parking spaces or existing and/or proposed parking and loading facilities.
9. Location and type of existing fencing, gates, walls.
10. An original stamp and wet-signed signature of the licensed land surveyor or a qualified registered civil engineer's who prepared the exhibit.
11. The date the exhibit was prepared.

RECORDING REQUESTED BY
THE CITY OF WILDOMAR

THIS AREA FOR RECORDER'S USE ONLY

When recorded, return to:

City of Wildomar
23873 Clinton Keith Road
Suite 201
Wildomar, CA 92595

NO FEE DOCUMENT

Government Code §6103 & §27383

NOTICE OF PARCEL MERGER NO.

RECORD OWNERS	EXISTING PARCELS (Assessor Parcel Numbers)

LEGAL DESCRIPTIONS OF EXISTING AND ADJUSTED PARCELS (See attached Legal Description - Exhibit "A")

SIGNATURE(S) OF RECORDED OWNER(S) (Must be Notarized)

Print Name/Title:	Signature:
Print Name/Title:	Signature:
Print Name/Title:	Signature:
Print Name/Title:	Signature:

CITY OF WILDOMAR PLANNING DEPARTMENT APPROVAL

Signature: Printed Name: Date:

CITY OF WILDOMAR ENGINEERING DEPARTMENT APPROVAL

Signature: Printed Name: Date:

ACKNOWLEDGMENT

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)
) ss.
COUNTY OF _____)

On _____, 202__, before me, _____ (here 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)
Notary Public

EXHIBIT "A" - LEGAL DESCRIPTION
CERTIFICATE OF PARCEL MERGER NO. 20XX-XXX

Scale: _____

Assessor's Parcel Number(s): _____

Section _____, Township _____ and Range _____, or Rancho Name _____

Date Exhibit Prepared: _____

EXHIBIT "B" - MAP
CERTIFICATE OF PARCEL MERGER NO. 20XX-XXX

Scale: _____

Assessor's Parcel Number(s): _____

Section _____, Township _____ and Range _____, or Rancho Name _____

Date Exhibit Prepared: _____

EXHIBIT "C" – SITE PLAN
CERTIFICATE OF PARCEL MERGER NO. 20XX-XXX

Scale: _____

Assessor's Parcel Number(s): _____

Section _____, Township _____ and Range _____, or Rancho Name _____

Date Exhibit Prepared: _____