



DEPARTMENT OF BUILDING AND PLANNING
4319 E. Slauson Avenue
Maywood, CA 90270
(323) 562-5723

Date: _____

No: _____

APPLICATION FOR CERTIFICATE OF PARCEL MERGER

A. APPLICANT INFORMATION

1. Applicant Name: _____

Mailing Address: _____

Phone No.: _____

Other No.: _____

2. Owner Name: _____

Mailing Address: _____

Phone No.: _____

Other No.: _____

If more than one person owns the property, attach a separate page, which lists the names and addresses of all persons having an interest in the property.

B. PROPERTY INFORMATION

1. Assessor's Parcel No(s):

2. General Location (street address, cross streets, etc.):

SIGNATURE OF APPLICANT

DATE

I certify that I am/we are the record owner(s) or authorized agent and that the information filed is true and correct to the best of my knowledge. (Authorized agent must submit a letter from the owner(s) indicating authority to sign in the owner's behalf. All signatures must be original ["wet-signed"]. Photocopies of signatures are unacceptable). Use additional sheets as necessary.

SIGNATURE OF PROPERTY OWNER(S)

DATE

SIGNATURE OF PROPERTY OWNER(S)

DATE

Recording Requested By
City of Maywood

When recorded, return to:

Maywood Building & Planning Department
4319 E. Slauson Avenue
Maywood, CA 90270

CERTIFICATE OF PARCEL MERGER NO. _____

RECORD OWNERS

Existing Parcels
Assessor Parcel Numbers (APN#)

LEGAL DESCRIPTION OF MERGED PARCEL: *See Attached*

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

DEPARTMENT USE ONLY

This Certificate of Parcel Merger No. _____ is hereby approved.

By: _____

Title: _____

Date: _____

NOTARY

STATE OF CALIFORNIA

Dates _____ COUNTY OF _____,

ss. On _____ before me, the undersigned, a notary public in and for said State, personally appeared

_____ known to me

to be the person _____ whose name _____ subscribed to the within instrument and acknowledged that

_____ executed the same.

WITNESS my hand and official seal

SIGNATURE OF NOTARY

SEAL OF NOTARY

Survey Department Approval

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.

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 proposal is consistent with the Maywood General Plan.
2. The parcels to be merged are, at the time of merger, under common ownership and written consent has been obtained from all record owners.
3. The parcel as merged will be consistent with the zoning of the property.
4. The parcel as merged will not conflict with the location of any existing structures on the property.
5. The parcel as merged will not be deprived access as a result of the merger.
6. Access to adjoining parcels will not be restricted by the merger.
7. No new lot lines are created through the merger.
8. All parcels to be merged must be legal parcels as defined by the State 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. CERTIFICATE OF PARCEL MERGER FORM - LEGAL DESCRIPTIONS

Complete this form with the names of the current record owners, Assessor's parcel numbers, and legal description of the merged parcel. Please type this form, as it will be one of the recorded documents. A licensed land surveyor or registered civil engineer must stamp new legal description. All record owner signatures must be notarized.

C. EXHIBIT "A"

The map must be drawn in black ink on the 8 1/2 x 11" form provided. The map must be clear and readable. At least the following information must provided on the map (additional information may be required):

1. Map scale and north arrow.
2. Vicinity map. 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.
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 any easements that restrict the surface use of the property such as vehicular, pedestrian, or equestrian easements.

D. SITE PLAN

Since only certain information can be on the official recorded Certificate of Parcel Merger map a second map is required showing additional information necessary to verify compliance with the ordinances. This information may be submitted on the attached form labeled SITE PLAN. 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 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. Setback dimensions
10. Location and nature of existing fencing, gates, walls, driveways and curbs

NOTE: Both Exhibit "A" and "Site Plan" must be stamped by a qualified Licensed Land Surveyor or Registered Civil Engineer.

E. PROCESSING FEE

See current fee schedule

F. PRELIMINARY TITLE REPORT

A preliminary title report is required prior to review of the application by the Los Angeles County Surveyor's office.

G. RECORD OWNERS

Written consent of all owners of record interest will be required prior to approval of the application.

IV. PROCEDURE

- A. Interested parties should check with the Planning Department to determine whether the merger proposal complies with all applicable State, and County laws, ordinances, and regulations.
- B. The applicant should prepare the forms and map and submit the ORIGINALS to the Maywood Planning Department along with the required processing fee. The maps and legal descriptions will be reviewed by the County Surveyor 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 policies and procedures, with zoning and land use ordinances, and with administrative procedures established by the Planning Director.
- C. The applicant shall submit to the County Recorder for recordation the new legal description and exhibit within twenty (20) days after the Planning Director has approved it.

SITE PLAN
CERTIFICATE OF PARCEL MERGER NO. _____

Record Owner(s):

Name	Address	Phone
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Name	Address	Phone
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Name	Address	Phone
------	---------	-------

Name	Address	Phone
------	---------	-------

Map prepared by:

Address	Phone	Email
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Assessor's Parcel Number(s): _____

EXHIBIT A
CERTIFICATE OF PARCEL MERGER NO. _____

Record Owner(s):

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Map prepared by:

Name	Address	Phone
_____	_____	_____

Assessor's Parcel Number(s): _____