



**COMMUNITY DEVELOPMENT
DEPARTMENT
(925) 779-7035**

Procedure for Lot Mergers

PURPOSE

The purpose of a lot merger is to merge two or more contiguous parcels or units of land under common ownership into one parcel.

PROCESS

Step 1 – Pre-application Conference

The applicant should discuss the proposal with the Planning Staff prior to submission of the formal application. This may be done over the counter without an appointment.

Step 2 - Filing of Application

Following the meeting with Staff, the applicant should submit the completed application, drawings, and other materials to the Department of Community Development as specified in this information sheet.

Step 3 - Review

Processing usually takes six to eight weeks to complete. Following approval by the Planning Commission of the lot merger the documents will be forwarded to the County Recorders Office for recordation by your Title Company, and they will provide you with a copy.

Step 4 – Planning Commission – Public Hearing Required

The Planning Commission is delegated the authority to approve, conditionally approve, or disapprove the merger of contiguous parcels under common ownership.

The Planning Commission shall hold a public hearing within 50 calendar days after the filing of an application with the Engineering Division and shall approve, conditionally approve, or disapprove such merger and report its action to the subdivider.

Subdivided real property may be merged only if the Planning Commission finds:

- (a) That the merger will not interfere with any dedication or offer of dedication for present or prospective public purposes;
- (b) That the contiguous parcels are under common ownership; and
- (c) That the merger will not result in a violation of the Municipal Code, and that the merger will be consistent with the purposes and intent of the Code and the Subdivision Map Act.

Upon the approval or conditional approval of the merger, the Planning Commission shall direct the City Engineer to record a certificate evidencing the merger.

APPLICATION SUBMITTAL REQUIREMENTS

1. Completed application (attached)
2. Signed Statement of Understanding (attached)
3. Deposit of \$1500.00 (based upon the current Master Fee schedule for the fiscal year)
4. Materials described on Lot Merger Checklist (attached)

PROJECT LOCATION _____

APPLICANT _____

LOT MERGER CHECKLIST

Submit at least the following items: (additional items may be required)

1. A sketch showing existing buildings, utilities, easements, grades, etc. – Similar to the information provided on a tentative parcel map.
2. Copy of signed and notarized Grant Deeds or original signed and notarized acknowledgement by the property owners as to the processing of the lot merger.
3. A City Engineer's certificate stating, "The merger, or conditional merger of the parcels shown on this plat, was approved by Resolution No. ___/___ of the Planning Commission of the City of Antioch at their regular meeting held on _____."
4. Names and addresses of all property owners within 300' of the property, along with addressed and stamped envelopes for each property owner.
5. A recordable plat showing the following (8 ½ x 11 sheets):
 - a. An owner's statement, on a separate sheet, consenting to the preparation and recording of the plat for the lot merger (signed, dated, notarized acknowledgement).
 - b. The bearing and distance of all existing lot lines.
 - c. The "old" lot-line as a dashed line, with a note indicating "old line".
 - d. Identify new parcel.
 - e. Sheet number and total number of sheets shown on each sheet.
 - f. Scale no smaller than 1"=100'
 - g. North arrow on plat sheet(s).
 - h. Basis of Bearing shown on plat sheet(s). Basis of Bearing is California Coordinate Zone 3 or other basis approved by the City Engineer.
 - i. Equation of Bearings from grid to true north shown on each sheet.
 - j. Legend shown on each sheet.
 - k. All hand printed letters at least 1/8" high. All mechanical lettering at least 1/10" high.
 - l. Corners of all adjoining properties shown on map.
 - m. Adjoining parcels shown on a record map are identified by subdivision number or name and reference to the book and page of the recorded map.
 - n. Adjoining parcels not shown on a record map are identified by name of the last recorded owner and reference to the book and page of the recorded deed.
 - o. Lot/parcel boundaries conform to the information provided in the original map and preliminary title report.
 - p. Error of closure for boundary and individual lots does not exceed one part in 20,000.
 - q. Map bearings, distances and curve data agree with information on closure sheets.
 - r. Easements for roads, streets, paths, storm water drainage, sanitary sewers, or other public uses shown on plat.
 - s. Use of each easement identified on map.

- t. All easements of record shown on the plat, together with the name of the Grantee and recording data. Review title report for such easements.
- 6. Submit closures for all revised lots.
- 7. A current preliminary title report (within 6 months)
- 8. Legal descriptions of the revised lots/parcels
- 9. Stamp, signature, and expiration date from a registered land surveyor or a civil engineer registered prior to January 1, 1982 on the legal descriptions and plats.