

# CITY OF MENIFEE

## APPLICATION FOR CERTIFICATE OF PARCEL MERGER

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

CASE NUMBER: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

### APPLICATION INFORMATION

Applicant's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

*Street*

*City*

*State*

*ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Land Surveyor/Civil Engineer's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

*Street*

*City*

*State*

*ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

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Property "A" Owner: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Assessor's Parcel Number(s) of Property "A": \_\_\_\_\_

Street Address of Property "A," if applicable: \_\_\_\_\_

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Property "B" Owner: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Assessor's Parcel Number(s) of Property "B": \_\_\_\_\_

Street Address of Property "B," if applicable: \_\_\_\_\_

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**APPLICATION FOR CERTIFICATE OF PARCEL MERGER**

Property "C" Owner: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Assessor's Parcel Number(s) of Property "C": \_\_\_\_\_

Street Address of Property "C," if applicable: \_\_\_\_\_

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Property "D" Owner: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Assessor's Parcel Number(s) of Property "D": \_\_\_\_\_

Street Address of Property "D, if applicable": \_\_\_\_\_

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If the property is owned by more persons than indicated above, check the box below, and attach a separate page that includes the following "Certificate of Parcel Merger No. \_\_\_\_\_", and references the affected Assessor's Parcel Numbers, and lists the names, mailing addresses, and phone numbers of those persons having an interest in the real property or properties involved in this application.

See attached sheet(s) for additional property owner's names, mailing addresses and phone numbers.

The City will primarily direct communications regarding this application to the Applicant identified above. The Applicant may be the property owner, representative, or other assigned agent. Your signature below substantiates the fact that you understand the nature of the fee deposit, whereby work done by various Departments, Agencies, and/or Districts for this application will be billed directly to the application. If it is determined that additional funds are needed to complete the processing of this application, a bill will be sent to the applicant. If at any point, the fee deposit is reduced to zero or a negative balance, processing of the application will cease until the negative balance is paid and sufficient funds are available to continue the processing of the application. There will be NO refund of fees that have been expended for case review or other services, even if the application is withdrawn, or the application is ultimately denied.

The signature below also authorizes the City to expedite the refund and billing process by transferring monies among concurrent applications, if any, to cover processing costs as necessary. Fees collected in excess of the actual cost of providing specific services will be refunded.

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PRINTED NAME OF APPLICANT

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SIGNATURE OF APPLICANT

**AUTHORITY FOR THIS APPLICATION IS HEREBY GIVEN:**

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**APPLICATION FOR CERTIFICATE OF PARCEL MERGER**

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. An authorized agent must submit a letter from the owner(s) indicating authority to sign the application on the owner's behalf. All signatures must be originals ("wet-signed"). Photocopies of signatures are unacceptable.

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PRINTED NAME OF OWNER(S) OF PROPERTY " " SIGNATURE OF PROPERTY OWNER(S)

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PRINTED NAME OF OWNER(S) OF PROPERTY " " SIGNATURE OF PROPERTY OWNER(S)

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PRINTED NAME OF OWNER(S) OF PROPERTY " " SIGNATURE OF PROPERTY OWNER(S)

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PRINTED NAME OF OWNER(S) OF PROPERTY " " SIGNATURE OF PROPERTY OWNER(S)

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PRINTED NAME OF OWNER(S) OF PROPERTY " " SIGNATURE OF PROPERTY OWNER(S)

If the properties in question are owned by more persons than those that have signed this application, check the box below, and attach separate page(s) that references the application case number, includes the stated paragraph above, and provides the signatures of all persons having an interest in the real property or properties involved in this application.

See attached sheet(s) for other property owners signatures.

**PROPERTY INFORMATION:**

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Approximate Gross Acreage: \_\_\_\_\_

General location (cross streets): North of \_\_\_\_\_, South of \_\_\_\_\_, East of \_\_\_\_\_, West of \_\_\_\_\_.

Thomas Brothers map, edition year, page number, and coordinates: \_\_\_\_\_

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**APPLICATION FOR CERTIFICATE OF PARCEL MERGER**

Proposal (describe project, indicate the number of lots/parcels involved):

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Reason for Request: \_\_\_\_\_

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## APPLICATION FOR CERTIFICATE OF PARCEL MERGER

### FILING INSTRUCTIONS FOR CERTIFICATE OF PARCEL MERGER

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

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

1. One completed and signed application form.
2. One copy of the current recorded deed of each property 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.
3. If any of the properties involved do not ab0ut a public street, a copy of appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
4. One copy of a current (less than 6 months old) Preliminary Title Report for the subject properties.
5. One completed and signed copy (signatures must be notarized) of the "CERTIFICATE OF PARCEL MERGER" form.
6. One completed and signed Exhibit "A" - Legal Description.
7. One completed and signed Exhibit "B" - Map.
8. One completed and signed Exhibit "C" - Site Plan.
9. Closures for both existing and new parcel.
10. Applicable fee of \$1,045.00

#### A. APPLICATION FOR CERTIFICATE OF PARCEL MERGER

1. 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. Type or print legibly the property owner's name, e-mail address, mailing address, phone number, and fax number for each property involved in the appropriate section.
4. List the assessor's parcel number(s) and street address (if applicable) for each property involved.

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## APPLICATION FOR CERTIFICATE OF PARCEL MERGER

5. Provide proposal, project and indicate the number of lots/parcels involved. If additional space is necessary, use additional sheet(s) of paper.
6. Provide a detailed explanation of the **reason** for the request. If additional space is necessary, use additional sheet(s) of paper.
7. Provide the printed name and original (wet-signed) signature of the applicant.
8. Provide original (wet-signed) signatures from all property owners included as part of this application. Additional signatures may be attached as indicated above. Written permission from the property owner(s) may be submitted indicating that an authorized agent may sign on the owner's behalf. (Photocopies of signatures are UNACCEPTABLE.)
  1. Submit a copy of the current grant deed for each parcel.
  2. Submit a copy of a current (less than 6 months old) Preliminary Title Report for the subject properties.

### B. CERTIFICATE OF PARCEL MERGER FORM

1. The CERTIFICATE OF PARCEL MERGER form must be completed, signed, and notarized. Because this form will be one of the documents to be recorded, this form must be typed (excluding signatures). No hand written or photo copied versions will be accepted.
2. Under the Record Owners column, the record owners of all properties involved must be typed in the Record Owners section of the form. Depending on the number of property owners and/or the number of Assessors Parcel Numbers (APN) involved, it may be necessary to use multiple copies of the CERTIFICATE OF PARCEL MERGER forms to obtain all of the necessary record owners and/or notarized signatures.
3. Under the Existing Parcels column, the APN(s) for each property shall be provided in the following format: "XXX-XXX-XXX" (*first 3 digits {assessor's book number}, a hyphen, the middle 3 digits {assessor's page & block number, another hyphen, and the last 3 digits {assessor's parcel number}*). The Assessor's check digit *{the 10th digit as shown on a County tax bill for the subject property}* is not needed.
4. Under the Signature(s) of Recorded Owner section print the name of each recorded owner. If one or more of the properties involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, the name of the entity and the person signing on behalf of said entity is to be printed (e.g. ABC Development, Inc., John Doe, President). That individual is to then sign on the signature line. **All signatures of record owners must be notarized.**
5. DO NOT place any text, comments, or marks within those portions of the form designated for City use.

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## APPLICATION FOR CERTIFICATE OF PARCEL MERGER

### C. LEGAL DESCRIPTION (EXHIBIT "A")

1. The Legal Description must be prepared by a licensed land surveyor or a qualified registered civil engineer (registered prior to Jan. 1, 1982). The new legal description must be wet-stamped and wet signed by licensed land surveyor or qualified registered civil engineer who prepared the legal description.
2. The legal description shall be clearly written and shall include an acreage (or square footage) calculation for the merged property.
3. The exhibit shall contain a reference to the applicable Certificate of Parcel Merger application number.
4. The date the exhibit was prepared.
5. If necessary, the 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).
6. Exhibit "A," "Site Plan," and legal description must be wet-stamped and wet-signed by the Licensed Land Surveyor or qualified Registered Civil Engineer, who prepared the documents.

### D. MAP EXHIBIT (EXHIBIT "B")

The map must be drawn in black ink on the 8½" x 11" form provided. The map must be clear and readable. The following information must be 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.

### E. SITE PLAN EXHIBIT (EXHIBIT "C")

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 adopted county ordinances. This information may be submitted on the attached form labeled SITE PLAN. The following information must be included on the Site Plan:

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## APPLICATION FOR CERTIFICATE OF PARCEL MERGER

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

### F. PROCEDURE

1. Interested parties should check with the Public Information Section of the City of Menifee Planning Department to determine whether the merger proposal complies with all applicable State, and County laws, ordinances, and regulations.
2. The applicant should prepare the forms and map and submit the ORIGINALS to the Public Information Section of the Planning Department along with the required processing fee. The maps and legal descriptions will be reviewed by the City of Menifee 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 County Policy and procedures, with zoning and land use ordinances, and with administrative procedures established by the Engineering Department, and Board of Supervisors.
3. The Engineering Department shall submit to the County Recorder for recordation the new legal description, Exhibit "B," and a new deed implementing the merger within twenty (20) days after it has been approved by the Engineering Department.

## II. 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 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.

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## APPLICATION FOR CERTIFICATE OF PARCEL MERGER

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.

### III. 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:

- A. The proposal is consistent with the Menifee General Plan.
- B. The parcels to be merged are four or fewer contiguous parcels; and at the time of merger, under common ownership, and written consent has been obtained from all record owners.
- C. The parcel as merged will be consistent with the zoning of the property.
- D. The parcel as merged will not conflict with the location of any existing structures on the property.
- E. The parcel, as merged, will not be deprived access, as a result of the merger.
- F. Access to adjoining parcels will not be restricted by the merger.
- G. No new lot lines are created through the merger.
- H. The existing right-of-way will not be altered or the alteration is accomplished through a separate vacation process.
- I. All parcels to be merged must be legal parcels as defined by the State Subdivision Map Act.

### PARCELS NOT CREATED BY PARCEL MAP OR TRACT MAP

If any parcel was not created by a parcel map or tract map, provide documentation showing the subject parcel(s) as a separate parcel based upon the following:

1. Gift Deeds: Must have been recorded between June 9, 1977 and June 8, 1978 or prior to March 2, 1972.
2. Parcels of 4 acres or less: Documents dated prior to July 14, 1971.
3. Parcels greater than 4 acres but less than 60 acres: Documents dated prior to March 4, 1972.
4. Parcels greater than 60 acres: Documents dated prior to June 6, 1977.
5. Contiguous held property of multiple parcels: Documents dated prior to June 6, 1977.

RECORDING REQUESTED BY  
CITY OF MENIFEE

THIS AREA FOR RECORDER'S USE ONLY

When recorded, return to:

City Clerk  
For the  
Engineering Department  
29714 Haun Road  
Menifee, CA 92586

No Fee, 6103 Government Code  
Benefit of Menifee Engineering Department

**CERTIFICATE OF PARCEL MERGER NO.**

RECORD OWNERS	EXISTING PARCELS (Assessor Parcel Numbers)

**LEGAL DESCRIPTION OF MERGED PARCELS**

See attached - Exhibit "A"

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

Print Name/Title:	Signature:

**DIRECTOR OF COMMUNITY DEVELOPMENT APPROVAL**

This Certificate of Parcel Merger is approved.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY ENGINEER'S APPROVAL**

This document reviewed by City Engineer.

BY: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTARY ACKNOWLEDGEMENT**

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 )  
COUNTY OF \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_,  
(Date) (Name and Title of officer)

personally appeared \_\_\_\_\_, who  
(Name(s) of signer(s))

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 Sate of California that the foregoing paragraph is true and correct.

**WITNESS** my hand and official seal

{SEAL}

\_\_\_\_\_  
Notary Public

**EXHIBIT "A" - LEGAL DESCRIPTION  
CERTIFICATE OF PARCEL MERGER NO. \_\_\_\_\_**

Record Owner(s): \_\_\_\_\_

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

Exhibit Prepared by: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

Assessor's Parcel Number(s): \_\_\_\_\_

**EXHIBIT "B" - MAP  
CERTIFICATE OF PARCEL MERGER NO. \_\_\_\_\_**

Record Owner(s): \_\_\_\_\_

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

Exhibit Prepared by: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

Assessor's Parcel Number(s): \_\_\_\_\_

**EXHIBIT "C" – SITE PLAN  
CERTIFICATE OF PARCEL MERGER NO. \_\_\_\_\_**

Record Owner(s): \_\_\_\_\_

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

Exhibit Prepared by: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

Assessor's Parcel Number(s): \_\_\_\_\_