



RIVERSIDE COUNTY PLANNING DEPARTMENT

*Charissa Leach, P.E.
Assistant TLMA Director*

FILING INSTRUCTIONS FOR CERTIFICATE OF PARCEL MERGER APPLICATION

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

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

1. A completed and signed application form; with attachments, if necessary.
2. A 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 abut a public street, appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
4. A completed and signed (signatures must be notarized) "CERTIFICATE OF PARCEL MERGER" form.
5. A completed and signed Exhibit "A" - Legal Description.
6. A completed and signed Exhibit "B" - Map.
7. A completed and signed Exhibit "C" - Site Plan.
8. A completed and signed [Land Use and Permit Application Processing Agreement](#).
9. A Preliminary Title Report issued by a title company licensed to business in the State of California dated less than 30 days prior to the date of submittal of this application.
10. Digital copies of the all the above listed items in a format acceptable to the Planning Department (e.g. PDF).
11. Initial payment of deposit-based fees for Certificate of Parcel Merger application.

For assistance in the preparation of any of these forms, please contact the Transportation and Land Management Agency (TLMA) Ombudsman staff. Click on the following link <http://rctlma.org/Departments/Administrative-Services/Ombudsman> for more information.

FILING INSTRUCTIONS FOR CERTIFICATE OF PARCEL MERGER APPLICATION

A. APPLICATION FOR CERTIFICATE OF PARCEL MERGER

Type or print legibly the applicant and property owner's name(s), e-mail address, mailing address, phone number. This form must be filled out completely. The applicant must sign the application form, and the record owner(s) of the involved parcels must all sign the application form or provide letters of authorization. All signatures must be (wet-signed) originals.

1. Submit a current grant deed for each parcel.
2. Submit a Preliminary Title Report issued by a title company licensed to business in the State of California dated less than 30 days prior to the date of submittal of this application.

B. CERTIFICATE OF PARCEL MERGER FORM

Complete this form with the names of the current record owners, Assessor's Parcel Numbers, and legal description of the merged parcel. Because this form will be one of the documents to be recorded, this form must be typed (excluding signatures). No hand written versions will be accepted. All record owner signatures must be wet-signed and notarized.

DO NOT place any text, comments, or marks within those portions of the form designated for County use.

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.)

FILING INSTRUCTIONS FOR CERTIFICATE OF PARCEL MERGER APPLICATION

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:

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 Riverside County 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 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 County Policy and procedures, with zoning and land use ordinances, and with administrative procedures established by the Planning Department, and Board of Supervisors.
3. The Planning 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 Planning Department.

FILING INSTRUCTIONS FOR CERTIFICATE OF PARCEL MERGER APPLICATION

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.

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 Riverside County 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.** 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.

FILING INSTRUCTIONS FOR CERTIFICATE OF PARCEL MERGER APPLICATION

Y:\Current Planning\LMS Replacement\Condensed P.D. Application Forms\CPM Application - Filing Instructions Handout.docx
Created: 07/02/2015 Revised: 07/30/2018