



# **LOT MERGER REQUIREMENTS**

## **PUBLIC WORKS, WATER & DEVELOPMENT SERVICES**

Engineering Division  
(323) 583-8811 Ext. 246

The City of Vernon may request that contiguous properties be voluntarily merged prior to the issuance of a building permit. The Building Code does not allow construction across property lines. Additionally, all lots proposed to be developed must meet minimum zoning and building code requirements, including but not limited to, setbacks, fire access, drainage, parking and loading.

A Voluntary Lot Merger will take place when lots are contiguous (touching). Merger shall not alter the exterior boundary of the parcels to be merged.

The Director of Public Works, Water and Development Services may impose all conditions on such merger approval he or she deems necessary to ensure compliance with City Code requirements such as reserve, relocate or establish easements, and to protect the public health, safety and welfare.

### **SUBMITTAL REQUIREMENTS**

#### **1. Application Form & Fee**

- Application must be signed and notarized by the appropriate officers of the entity. Refer to the "Signature Requirements for City Agreements" sheet for the required signatures.
  - When only one signature is provided, proof of the person's authorization in his/her sole capacity to bind the corporation or partnership shall be supplied to the City. Provide City with "Articles of Organization" or "Statement of Partnership Authority".
- Provide a \$730 review and processing fee.

#### **2. Attachments & Exhibits**

- Must be prepared and wet stamped by a land surveyor registered in the state of California or a registered civil engineer with registration prior to January 1982.
- Provide copies of recorded documents referenced in the legal descriptions.
- Provide closure calculations to support metes and bounds descriptions if one is used.
- **Attachment "A" – Legal Description Before Lot Merger**
  - Provide full legal descriptions for the existing parcels.
- **Attachment "B" – Map Before Lot Merger**
- **Exhibit "B" – After Lot Merger Legal Description**
  - Provide a legal description of the perimeter of the merged parcel.
- **Attachment "B" & Exhibit "C" – Maps**
  - Map must be drawn in black ink in an 8½" x 11" format.
  - Map scale and north arrow must be provided.
  - Show bearings and distances for all parcel lines. Bearings and distances shall be based upon recorded documents and maps.
- Additional information may be required.

#### **3. Vesting Deed(s) and Title Report(s)**

- Most recent recorded deed(s) for all properties involved.
- Title report(s) showing current ownership of all properties involved.

#### **4. Applicant shall record the City approved Certificate of Compliance for Lot Merger.**



For Official Use Only: Account No. 011.1043.466200

EDEN Permit No. \_\_\_\_\_

# REQUEST FOR A VOLUNTARY LOT MERGER

City of Vernon  
Public Works, Water and Development Services

Date of Submittal: \_\_\_\_\_

## PROJECT

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

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

Reason for Voluntary Lot Merger: \_\_\_\_\_

Name of Legal Owner: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

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

## SURVEYOR/ENGINEER

Name of Consulting Firm: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

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

## SUBMITTAL CHECKLIST

- Exhibit "A" – Application for a Request for a Voluntary Lot Merger and Waiver of Right of Hearing and Notice
  - Must be signed by authorized person(s) and notarized
- Attachment "A" – Legal Description Before Lot Merger
- Attachment "B" – Map Before Lot Merger
- Exhibit "B" – Legal Description After Lot Merger
- Exhibit "C" – Map After Lot Merger
- Recorded documents referenced in legal descriptions
- Property grant deed for all properties involved
- Title report for all properties involved
- "Articles of Organization" or "Statement of Partnership Authority"
- Closure calculations (for metes and bounds descriptions)
- Review and Processing fee of \$730

EXHIBIT "A"



APPLICATION FOR A REQUEST FOR A VOLUNTARY LOT MERGER AND WAIVER OF RIGHT OF HEARING AND NOTICE

City of Vernon – Public Works, Water and Development Services
4305 Santa Fe Avenue, Vernon, CA 90058
323-583-8811

Pursuant to Section 28.50 of the City of Vernon’s Code, I do hereby voluntarily request, as property owner of the below referenced lots, that they be merged into one single lot. I hereby waive the right to a hearing before the Vernon City Council and to all notices required by Article 1.5 of Chapter 3 of the Subdivision Map Act

Subject Lots:

Address of Parcels: \_\_\_\_\_

Assessor’s Parcel Number (APN): \_\_\_\_\_

Legal Description of Lots

The lots are more particularly described in the legal description in Attachment “A” and shown in Attachment “B” attached herewith.

I also hereby certify that I/we am/are the record owner(s) of the above referenced lots as of the date of this application.

Property Owner’s Name \_\_\_\_\_

Property Owner’s Name \_\_\_\_\_

Signee’s Name, Title \_\_\_\_\_

Signee’s Name, Title \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

STATE OF CALIFORNIA )
)SS.
COUNTY OF LOS ANGELES )

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.

On \_\_\_\_\_, before me, \_\_\_\_\_
Name, Title of 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 on 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 forgoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary \_\_\_\_\_



**ATTACHMENT "A"**  
LEGAL DESCRIPTION  
BEFORE LOT MERGER

SAMPLE

**ATTACHMENT "B"**  
MAP  
BEFORE LOT MERGER

**EXHIBIT "B"**  
LEGAL DESCRIPTION  
AFTER LOT MERGER



RIVER ESTATES

122 BM 15

SE COR LOT 52 LOT 52  
122 BM 15

LOT 51

N 90° 00' 00" E

126.00'

LOT 53

68.00'

58.00'

PARCEL LINE  
BEING REMOVED

WEST LINE  
PARCEL 1  
20040701 O.R.2782

EAST LINE  
PARCEL 1  
98 PM 23

PARCEL 1  
CERTIFICATE  
OF COMPLIANCE  
BK 20040701 O.R.  
PG 2782

PARCEL 1  
98 PM 23

**PARCEL 1**

ACRES

N 00° 00' 00" W

125.00'

N 00° 00' 00" W

125.00'

N 00° 00' 00" W

145.00'

20.00'

63.00'

63.00'

320' +/-

P.O.B

N 00° 00' 00" E

126.00'

**STREET**

**NAME**

**STREET  
NAME**

SURVEYOR'S  
STAMP &  
SIGNATURE

SHOW BASIS  
OF BEARINGS

**SAMPLE  
EXHIBIT MAP**

**SURVEYING FIRM**

**EXHIBIT "C"  
CERTIFICATE OF COMPLIANCE  
LOT MERGER  
ADDRESS**

**CITY OF VERNON, CALIFORNIA**

SCALE:  
1" = 30'

DATE:  
1-1-14

SHEET  
1 OF 1

WHEN RECORDED RETURN TO:  
City of Vernon  
4305 Santa Fe Avenue  
Vernon, CA 90058  
Attn: City Clerk

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## CERTIFICATE OF COMPLIANCE FOR VOLUNTARY LOT MERGER

Pursuant to California Government Code Sections 66499.20.3 and 66499.35 and City of Vernon City Code Section 28.50 the owner of the below referenced lots has requested that the subject lots be merged into a single lot without reversion to acreage.

<u>Assessor's Parcel No</u>	<u>Owner</u>	<u>Address</u>
XXXX-XXX-XXX	XXXXXXXXXXXXXXXX	XXXXXX

This voluntary merger of lots is made pursuant to, and in conformance with, a request made on \_\_\_\_\_ by the owner of the subject lots, a copy of which is attached to this certificate as **Exhibit "A"** and by this reference incorporated herein.

I, Samuel Kevin Wilson, Director of Public Works, Water and Development Services of the City of Vernon, am authorized to act on behalf of the City of Vernon in the issuance of this Certificate. I do hereby certify as follows:

- (a) The location of the boundary line(s) dividing the \_\_\_ lots described in **Attachment "A"** and shown on **Attachment "B"** of **Exhibit "A"** is/are hereby deleted so as to merge the lots into one parcel as described in **Exhibit "B"** and shown on **Exhibit "C"** both of which are attached to this Certificate and by this reference incorporated herein.
- (b) The new parcel created by this voluntary merger complies with the requirements of the Subdivision Map Act (California Government Code Section 66499.20.3) for the voluntary merger of contiguous parcels under common ownership and with Section 28.50 of the Vernon City Code, and the creation of the newly configured parcel is exempt from the Parcel Map requirements of the California Subdivision Map Act pursuant to the above-cited sections.
- (c) Nothing in this Certificate: (i) abrogates or eliminates existing easements recorded against the above listed lots by prior instrument; (ii) exempts those lots from requirements of all existing permits and other grants of approval from the City of Vernon and other public entities; or (iii) eliminates the requirement to obtain all required permits and other grants of approval from the City of Vernon and other public entities, that have not already been issued or granted for additional development or redevelopment of the newly reconfigured parcel.

APPROVED AND CERTIFIED

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Samuel Kevin Wilson, P.E., L.S. 7433  
Director of Public Works, Water and Development Services  
City of Vernon

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 Los Angeles }ss.

On \_\_\_\_\_ before me, \_\_\_\_\_,  
(Insert Name of Notary Public and Title)

personally appeared Samuel Kevin Wilson 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 on which the person(s) acted, executed the instrument.

**I certify under PENALTY OF PERJURY under the laws of the State of California that the forgoing paragraph is true and correct.**

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

CITY OF VERNON  
SIGNATURE REQUIREMENTS FOR CITY AGREEMENTS

TYPE OF ENTITY	FIRST SIGNATURE	SECOND SIGNATURE	REFERENCE
Corporation	chairman of the board, president, any vice president	corporate secretary, assistant secretary, chief financial officer, any assistant treasurer  (Note: A person can hold more than one corporate office; e.g., a vice –president can also be a secretary. That person can sign the agreement twice, if both capacities are identified.)	Corp. Code sec. 313 Corp. Code sec. 5214
Limited Liability Company (“LLC”)	if managed by members – by any member  if managed by manager – by a manager  (Note: A member or manager may have a title such as president or vice-president)	if managed by members – not required unless otherwise provided in governing documents  if managed by manager(s) – by a second manager (unless articles of organization state there is only one manager)	Corp. Code sec. 17157
Partnership	any partner, unless authority restricted in “statement of partnership authority” recorded in County Recorder’s Office (for real property transactions) or filed with secretary of state (for contracts, etc.)  a general partner, subject to same exceptions for partnership  same as partnership	not required, unless “statement of partnership authority” provides otherwise	Corp. Code sec. 16301 Corp. Code sec. 16303
Limited Partnership	a general partner, subject to same exceptions for partnership	same as partnership	Corp. Code sec. 15509
Limited Liability Partnership (“LLP”)	same as partnership	same as partnership	Corp. Code sec. 16955.5
Sole Proprietorship	sole proprietor	not required	n/a

Parties executing an Agreement or Contract that are not identified above must also send a copy of the corporate minutes giving such person(s) the authority to sign on behalf of the corporation.