



**City of Temecula**  
41000 Main Street  
Temecula, California 92590  
PHONE: (951) 694-6444  
FAX: (951) 694-6477

## Certificate of Parcel Merger

### Introduction

This handout summarizes Temecula's Certificate of Parcel Merger application requirements. Certificate of Parcel Merger requirements are specified in section 16.39.020 of the Temecula Subdivision Ordinance.

### What is the purpose and intent of a Certificate of Parcel Merger?

The purpose of a Certificate of Parcel Merger is to provide procedures by which the City may require or provide for the merger of four or fewer contiguous parcels under common ownership.

### How do I apply for a Certificate of Parcel Merger?

A call is placed to the Public Works Department - (951) 694-6444 to schedule an application submittal appointment. City staff will meet with you within 1 to 2 working days to review your application materials for completeness. The application will be deemed complete at the counter if all submittal materials and fees have been provided.

### What are the criteria for approval?

In order to approve a Parcel Merger, the City must find that:

- *Any contiguous parcels are held by the same owners.*
- *That at least one of the affected parcels is undeveloped and does not contain a structure for which a building permit was issued or for which a building permit was not required at the time of construction, or is developed only with accessory structure which is sited or partially sited on a contiguous parcel.*
- *That one or more of the following conditions applies to any affected parcel:*
  1. At least one of the parcel(s) involved comprises less than 5,000 square feet in area at the time of the determination of merger.
  2. The parcel was not legally created in compliance with all applicable laws and ordinances in effect at the time of its establishment.
  3. The parcel does not meet slope stability standards.
  4. The parcel does not meet current standards for sewage disposal and domestic water supply.

5. The parcel has no legal access which is adequate for motor vehicles or safety equipment.

6. The development of the parcel would create health and safety hazards.

7. The parcel is inconsistent with the City's General Plan, any approved Specific Plan, or provisions of the City's zoning and Development Code.

8. A lot line passes through a structure within a development project that has been approved pursuant to the Development Code.

- *That the parcels when merged will not:*

1. Be inconsistent or create conflict with the City Development Code, General Plan, or any approved Specific Plan
2. Create a conflict with the location of any existing structures
3. Deprive or restrict another parcel of access
4. Create new lot lines.

### Who approves Certificates of Parcel Mergers and what are the criteria for approval?

Certificates of Parcel Merger are administratively approved by the Director of Planning. In order to approve the project, the Director of Planning must be able to determine that the requirements contained in Section 16.39.060 of the Subdivision Ordinance have been met.

### When does a Certificate of Parcel Merger become effective?

The merger of any contiguous parcels shall become effective upon recordation of the Notice of Parcel Merger with the County Recorder. The Notice of Parcel Merger shall specify the date of the Director's determination, the names of the recorded owners, and a legal description of the properties.

### Where can I review the City Subdivision Ordinance and Development Code?

These documents are available for review at the Public Works Department and on the web at [www.temeculaca.gov](http://www.temeculaca.gov)



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Date Stamp

PROJECT CLASSIFICATION  
PA# \_\_\_\_\_  
DEV# \_\_\_\_\_  
PRJ# \_\_\_\_\_  
LDC# \_\_\_\_\_

## Certificate of Parcel Merger

**PROJECT INFORMATION**  
(INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)

Project Description: \_\_\_\_\_

	<u>Assessor's Parcel No.</u>	<u>Street Address of Property</u>	<u>Final Map and Lot Number</u>
Parcel A	_____	_____	_____
Parcel B	_____	_____	_____
Parcel C	_____	_____	_____
Parcel D	_____	_____	_____

State the Reason for the Parcel Merger: \_\_\_\_\_  
\_\_\_\_\_

**APPLICANT/OWNER INFORMATION**

APPLICANT \_\_\_\_\_ CONTACT \_\_\_\_\_

PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_ LAST, FIRST, MI.

ADDRESS \_\_\_\_\_ STREET CITY STATE ZIP

EMAIL ADDRESS: \_\_\_\_\_

I certify that all filing requirements have been satisfied for my application. I further understand that an incomplete application cannot be accepted for processing.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY OWNER (Parcel A):** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
STREET CITY STATE ZIP

**EMAIL ADDRESS:** \_\_\_\_\_

**PROPERTY OWNER (Parcel B):** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
STREET CITY STATE ZIP

**EMAIL ADDRESS:** \_\_\_\_\_

**PROPERTY OWNER (Parcel C):** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
STREET CITY STATE ZIP

**EMAIL ADDRESS:** \_\_\_\_\_

**PROPERTY OWNER (Parcel D):** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
STREET CITY STATE ZIP

**EMAIL ADDRESS:** \_\_\_\_\_

**Owner Certification**

I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Temecula, if any, may result in restrictions, limitations and construction obligations being imposed on this real property.

**Owner Signature (Parcel A)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner Signature (Parcel B)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner Signature (Parcel C)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner Signature (Parcel D)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.**

# Certificate of Parcel Merger Application Submittal Requirements

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<b>Initial Submittal Requirements</b>	<b>Copies</b>
Completed and Signed Certificate of Parcel Merger Application and Filing Fee (Described in Section A)	1
Grant Deed (Described in Section B)	2
Preliminary Title Report (Described in Section C)	2
Certificate of Parcel Merger (Described in Section D)	2
Site Exhibit (Described in Section E)	2

<b>Prior to Recordation Submittal Requirements</b>	<b>Copies</b>
Editable projected digital version of the parcel geometry in a projected AutoCAD DWG format (Pursuant to Riverside County Standards)	1

## SECTION A. APPLICATION

- Wet signed Certificate of Parcel Merger application and filing fee must be included.
- Owner's authorization must have a wet signature.
- Corporation/HOA: President, Vice President, or Secretary of Corporation
- Partnership: All partners must sign application or provide proof of Power of Attorney
- Individual: As shown on Grant Deeds or Preliminary Title Report.
- Trustee: As shown on Grant Deed, Preliminary Title Report or waived by written request of trustee.

## SECTION B. GRANT DEED

- One copy of the current Grant Deed showing the legal description for each affected parcel.
  - The Certificate of Parcel Merger form shall be fully completed.
  - Include revised legal descriptions reflecting the new parcel boundary configurations for each affected parcel.
  - Provide required notarized signatures.
  - Use additional sheets for actual legal descriptions of the adjusted parcels.
  - Label the legal descriptions as "Exhibit A".
- Note: Revised Grant Deed (perfecting deed) will be required prior to recordation.

## SECTION C. PRELIMINARY TITLE REPORT

- One copy of Grant Deed or Preliminary Title Report listing owner/trustee for each affected parcel, easement(s) and right-of-way dedications.
- This shall be a current report processed within **thirty days** prior to application submittal.

## SECTION D. CERTIFICATE OF PARCEL MERGER

### 1. **Certificate of Parcel Merger**

- Certificate of Parcel Merger shall be fully completed.
- Provide notarized signatures of all property owners.

### 2. **Legal description-Exhibit A**

- Include revised legal description.
- Provide closure calculations showing existing and proposed acreage of each parcel affected by the parcel merger.
- Provide a historical reference sheet of all previously recorded lot line adjustments, parcel mergers, tract maps, easements affecting each adjusted parcel.

### 3. **Plat Map-Exhibit B**

- Show all existing parcels and delineate the proposed parcel merger.
- Label as Map as Exhibit B.
- Show point of beginning and true point of beginning.
- Show 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).
- The existing parcel boundary that is to be adjusted shall be shown as a dashed line and the merged parcel boundary shall be shown as a heavy solid line.
- Indicate bearings and distances for all parcel lines.
- Map scale and north arrow
- Provide licensed land surveyor or Registered Civil Engineer's signature and seal.

## **SECTION E. SITE EXHIBIT**

- Show all existing parcels involved and delineate the proposed parcel merger.
- Provide the applicants and engineer's name and address.
- Provide assessor's parcel numbers, final map, and lot numbers for all parcels involved and adjacent surrounding properties.
- Show existing parcel boundary for all parcels involved.
- The existing parcel boundary that is to be adjusted shall be shown as a dashed line and the new boundary as a heavy solid line. These lines shall also be labeled as existing and proposed, or no change proposed.
- All boundaries shall indicate bearings and distances. A curve/course data table shall be provided as necessary.
- All existing improvements including: parking, landscaping, structures, easements and septic systems shall be shown, delineated, labeled and dimensions
- Setbacks (existing and proposed) and dimensions of proposed parcel boundaries.
- Street right-of ways dimensions with instrument number and date of recordation.
- North arrow and scale of drawing.
- Show existing and proposed acreage of each parcel affected by the parcel merger.
- Provide licensed land surveyor or Registered Civil Engineer's signature and seal.

**NOTE: THE CERTIFICATE OF PARCEL MERGER FORM WITH THE REVISED LEGAL DESCRIPTIONS AND THE SITE EXHIBIT MUST BE PREPARED, STAMPED AND WET-SIGNED BY A LICENSED LAND SURVEYOR OR A REGISTERED CIVIL ENGINEER (LICENSED TO PRACTICE SURVEYING).**

<p>When Recorded, Return Original To:</p> <p>City of Temecula Attn: City Clerk's Office 41000 Main St Temecula, CA 92590</p> <p>and Return Copy To:</p>	<p>THIS SPACE TO BE USED BY COUNTY RECORDER'S OFFICE ONLY</p>
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**Certificate of Parcel Merger**

Record Owners (printed or typed)	Assessors Parcel Numbers of Existing Parcels	Final Map and Lot Numbers

Legal Description and Map of Adjusted Parcel(s)

See Exhibit "A" and "B", attached hereto

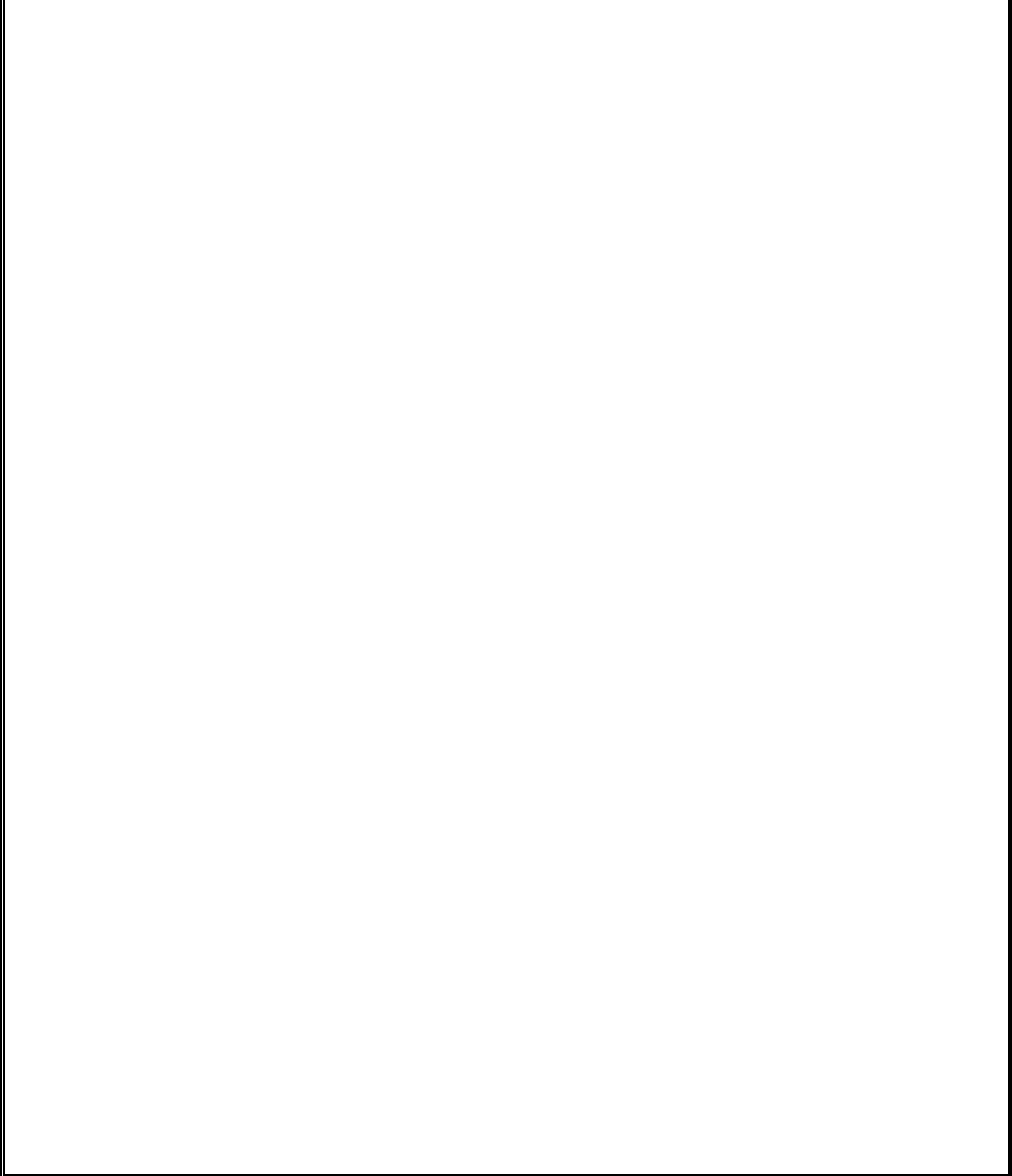
<p>Signature(s) of Record Owner(s)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;">DEPARTMENT USE ONLY</p> <hr/> <p>This Certificate of Parcel Merger No. _____ is hereby approved.</p> <p>Date : _____</p> <p style="text-align: center;">CITY OF TEMECULA</p> <p>By: _____</p> <p style="text-align: center;">Luke Watson, Director of Community Development</p> <p>Attest: _____</p> <p style="text-align: center;">Randi Johl, City Clerk</p>
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Attach Appropriate Notary Acknowledgement Form(s) for all signatures

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



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



**SITE PLAN**  
**CERTIFICATE OF PARCEL MERGER NO. \_\_\_\_\_**

Record Owner  
Address

Map Prepared By  
Address

Scale

Assessor's Parcel Numbers  
of all unmerged parcels

STATE OF CALIFORNIA }ss.

COUNTY OF \_\_\_\_\_ }

On \_\_\_\_\_, before me, \_\_\_\_\_, a notary public, 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 upon 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 foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(This area for official notarial seal)