



City of Hesperia
PLANNING DIVISION

APPLICATION FOR LOT MERGER

INSTRUCTIONS TO APPLICANT

A. SUBMITTAL OF APPLICATION:

The applicant must complete the attached form as prescribed, and all the following information must be attached before it can be accepted for filing by the Planning Division.

1. **Application Fee:** Application must be accompanied by the appropriate filing fee. Checks are to be made payable to the City of Hesperia.
2. **Site Plan:** Two (2) copies of a Site Plan, drawn neatly and accurately to scale, with the proposed lot merger indicated.
3. **Title Report:** Provide one (1) preliminary title report for each property involved which was prepared within 60 days of the date of filing this application
4. **Notice of Merger:** A new legal description shall be provided for each lot created. The description must be prepared by a Licensed Land Surveyor or Registered Civil Engineer and include his signature, wet stamp, California license or Registration number, and expiration date of said license or registration. The document must have half inch margins on all sides. (NOTE: A closure calculation shall be submitted with the legal description and site plan unless waived by the City Engineer.)

B. COMPLETION OF MERGER:

1. **Recordation:** After City of Hesperia Engineering and Planning Divisions have approved the Certificate(s) of Compliance, the document(s) must be recorded by the applicant at the San Bernardino County Recorder's Office. The recording fee (\$18.00 for first page and \$3.00 for each additional page) shall be paid by the applicant.
2. **Finalization:** The applicant shall return a copy (need not be Certified) of the recorded document(s) to the Planning Division.



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Lot Merger No	_____
Receipt No	_____
Engineering Fee:	<u>\$192.00</u>
Planning Fee:	<u>\$161.00</u>
10% Automation Fee(s):	<u>\$35.30</u>
Total:	<u>\$388.30</u>

APPLICATION FOR LOT MERGER

I. APPLICANT INFORMATION

Applicant(s) Name: _____

Street Address, Apt. No.: _____

City, State, Zip Code: _____

Telephone No.: _____

Site Address _____

Assessor's Parcel No.(s): _____

(include all parcels to be merged)

Related Projects: _____

II. DESCRIPTION OF PROPOSAL

- A1. I hereby request the merger of my lots listed above into one (1) parcel.
- A2. I hereby request the merger of my above lots into _____ parcels (Each new parcel must approximate at least 5,00square feet)
- B. I have previously combined my lots for tax purposes. Now I want the lots officially merged into a single parcel of land as presently combined.
- C. I have substandard lots that cannot be merged for the following reasons: (Explain briefly, and attach any supporting documentation. We will schedule a meeting later to review your case).

III. PROPERTY OWNER DECLARATION

I (we) do hereby declare that:

- A. The parcels are contiguous (side by side).
- B. The parcels are in the same tax rate area (refer to tax bill).
- C. Taxes on all parcels are paid and current (enclose copy of tax receipt).
- D. Ownership of all parcels is in the exact same name.

SIGNATURE OF EACH OWNER OF RECORD:

_____ Date _____

_____ Date _____



City of Hesperia
PLANNING DIVISION

LETTER OF AUTHORIZATION

TO : City of Hesperia Planning Department

FROM : _____

(ADDRESS): _____

(TELEPHONE): _____

RE : APPLICATION NOS: _____

This letter shall serve to notify you and verify that I/we am/are the legal owners of the property described and attached hereto and do hereby authorize the following to file and represent my/our interest in the above-referenced application(s).

(NAME): _____

(ADDRESS): _____

(TELEPHONE): _____

I/we am/are the legal owners of said property; have read the foregoing Letter of Authorization and know the contents thereof; and so hereby certify that the same is true of my/our own knowledge. I/we certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

SIGNATURE(S) OF LEGAL OWNER(S):

_____ Date _____

_____ Date _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____
NOTARY PUBLIC