

## PARCEL MERGER GENERAL INFORMATION AND APPLICATION

Mariposa County Planning Department  
5100 Bullion Street, P.O. Box 2039  
Mariposa, CA 95338

Telephone (209) 966-5151 FAX (209) 742-5024

[www.mariposacounty.org](http://www.mariposacounty.org) [planningdept@mariposacounty.org](mailto:planningdept@mariposacounty.org)

### To the Applicant:

The attached application package contains all the necessary information and materials you will need to submit a parcel merger application including a tentative map. This package includes a list of materials and items that must be submitted by the applicant in order to meet the application filing requirements. In addition, general information is provided relating to costs, the processing of a parcel merger application, and requirements for a parcel merger. This office strongly encourages you to review all materials included in this application package.

### General Information and Instructions:

When preparing the parcel merger application and tentative map, it is important to provide as much detail and information in the application as possible. Applications that are confusing, missing information or inaccurate may cause delays in processing. By providing complete and accurate information the applicant will lessen the chance for delays and requests for additional information. In order for the application to be considered complete, all the items listed in the "Required Materials and Items" section must be submitted with the required application form and fees to Mariposa Planning.

Applicants are strongly encouraged to have a pre-application meeting with Planning Department staff to discuss the application. Staff would review the application and discuss the application requirements, costs, and the processing of the application with the applicant. Such pre-application meetings are at no cost to the applicant and could save both application costs and time. Please call the Mariposa County Planning Department at (209) 966-5151 or toll free (866) 723-5151 if you wish to schedule a meeting to discuss the application or if you have any questions regarding the application package.

Applications may be mailed to our office. Please be aware, however, that incomplete applications will be mailed back to the applicant along with a written list describing information needing to be part of the application. This will cause a delay in the processing of the application. For this reason, we strongly encourage applicants to submit their application in person.

### Application Requirements:

The materials and items that are required to submit a parcel merger application are listed on following pages of this information sheet.

Before the Planning Director may consider a parcel merger application, it must be shown that there are no delinquent or unpaid property taxes owed on the property from previous tax years. This is shown on the *Verification of Taxes Paid Form* obtained from the County Tax Collectors Office which is required as part of the parcel merger application. If there are delinquent or unpaid taxes on the property, your application will not be considered complete. The property taxes assessed for the current tax year do not have to be paid as part of the parcel merger application. However, the current

tax year taxes will need to be paid before the Assessors Office will map the new parcel merger configuration (after the application has been approved by the Planning Director). This is a requirement of the Tax Collectors Office and the Assessor - Recorders Office.

The taxes must be paid prior to recordation of the parcel or final map or before the recordation of the Certificate of Compliance. Consequently, another Verification of Taxes Paid Form will be required prior to the recordation of the Declaration of Merger document and final map or the Certificate of Compliance showing that taxes are pre-paid for the next tax assessment year.

The Mariposa County Subdivision Ordinance (Section 16.12.100) requires that all parcel mergers be marked in the field for identification. The requirement for marking the property is typically waived by Planning staff. Our department will contact you if the property needs to be marked. If so, the property must be clearly identifiable in the field by signs consisting of a map of the parcel merger, the application number, and the location of the sign. If staff requires marking, you will be contacted with a list of the locations where signs are needed.

### **Application Fees:**

Application fees must be paid before the application will be accepted for processing.

Fees for the recordation of Declaration of Merger document and either the final map or Certificate of Compliance will be paid by the applicant at the time of recording (after the application has been approved). The map requirement is typically waived, and the project is then completed with the recordation of a Declaration of Merger and a Certificate of Compliance. Fees for reviewing and recording the final map are charged and collected by Public Works. Fees for recording the Declaration of Merger document and Certificate of Compliance are charged by the Assessor - Recorders Office but are collected by Mariposa Planning.

### **Review and Approval Process:**

Once the application has been accepted by Mariposa Planning, local agencies which may have an interest in the parcel merger are consulted. These agencies may include, but are not limited to, the County Public Works Department and Mariposa Public Utility District. The Planning Department allows at least fourteen (14) days for these agencies to comment on the parcel merger application. Once the comments are received, the project Planner may make a site inspection and prepare a Staff Report. The Planning Director will then review the Staff Report and take action. After the Director's action, the project will then be noticed in the Mariposa Gazette and at specific locations around the County.

The length of time that is necessary to process a parcel merger application varies with each application. Processing of the application will take longer if the application does not contain all required information or if additional information is required for processing of the application.

After the Planning Director approves a parcel merger application, the applicant must comply with all conditions of approval and requirements for recording a final map or Certificate of Compliance before the parcel merger is technically completed. It is the applicant's responsibility to comply with all conditions of approval and Certificate of Compliance or final map requirements.

In order to record the Declaration of Merger document and the Certificate of Compliance, a typed, stamped and signed legal description prepared by a licensed surveyor will be required. The legal description must have the acreage and describe the merged parcel.

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Mariposa Planning and Public Works Department will verify that all conditions of approval have been met and the Certificate of Compliance or final map has been prepared in accordance with State and County requirements before approving the filing and recordation of the Certificate of Compliance or final map. The parcels will be merged once the Certificate of Compliance or final map is recorded.

**Appeal Period:**

Any determination made by Mariposa Planning relating to the application may be appealed to the Planning Commission or to the Board of Supervisors. **The appeal must be received within twenty (20) calendar days from the date the written determination was made.** Further information regarding the appeal process and appeal fees may be obtained from Mariposa Planning staff.

Attachments: Parcel Merger Application  
Sample Site Plan



**PARCEL MERGER APPLICATION**

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**FOR OFFICE USE ONLY**

Date Submitted \_\_\_\_\_ Received By \_\_\_\_\_

Fees Paid \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_ Received By \_\_\_\_\_

Application No. \_\_\_\_\_ Application Complete \_\_\_\_\_

Final Action \_\_\_\_\_ Date \_\_\_\_\_

**Applicant:**

Name \_\_\_\_\_

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

Daytime Telephone (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Agent:** (if applicable)

\_\_\_\_\_

\_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

Property Owner Name(s)\* \_\_\_\_\_

\*If different than applicant, attach letter of authorization or other document that authorizes the applicant to submit an application on the owner's behalf. Applicant must also be a lessee, purchaser in escrow, or optionee of the subject property. If there is more than one property owner, please list the name and mailing address of all other individuals holding an interest.

**Property Information:**

<u>Assessor's Parcel No.</u>	<u>Address</u>	<u>General Plan Land Use</u>	<u>Zoning Districts</u>
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Easement data for all non-county and non-state easement roads that are on the subject property:** (Discuss each easement separately. Attach additional sheets if necessary.)

	<u>Easement #1</u>	<u>Easement #2</u>
Created by Recorded Map or Deed Number	_____	_____
Width of Existing Easement	_____	_____
Offer of Dedication to County	_____	_____
Covenants or requirements for road maintenance – Document Number _____	_____	_____
Road Maintenance Zone of Benefit	_____	_____
Approved Road Name	_____	_____

**Miscellaneous Information:**

Associated County applications \_\_\_\_\_  
\_\_\_\_\_.

<b>REQUIRED SIGNATURE(S)</b>
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### Affidavit

I/we, the undersigned (Property Owner and Applicant), agree to defend, indemnify, and hold harmless the County and its agents, officers and employees from any claim, action or proceeding against the County arising from the Property Owner and Applicant project.

I/we declare under the penalty of perjury that the statements and information submitted in this application are in all respects true and correct to the best of my/our knowledge.

I/we acknowledge that I/we have read and understand the information contained in the application package relating to the submittal and processing of this application.

I/we understand that the processing of the application will be delayed if any required information is incorrect, omitted, or illegible.

I/we declare that if an entity listed below is a Partnership, Limited Liability Corporation, Corporation or Trust the signer(s) below certifies that he/she is authorized by that entity to apply and sign the application attached herewithin.

<b><u>Property Owner (printed name):</u></b>	<b><u>2<sup>nd</sup> Property Owner (printed name):</u></b>	<b><u>Applicant (printed name):</u></b>
<b><u>Property Owner (signature):</u></b>	<b><u>2<sup>nd</sup> Property Owner (signature):</u></b>	<b><u>Applicant (signature):</u></b>
Date:	Date:	Date:

If there are more than two property owners, additional copies of this page shall be provided.

**IMPORTANT: This page must be signed by all property owners and any authorized applicant.**

**IMPORTANT: Please note that if the property owner/s is/are authorizing someone other than themselves to act as the applicant or agent, the next page must also be signed.**

**IMPORTANT: Failure to have all necessary signatures will DELAY the commencement of processing the application. The application will be returned to the applicant to provide all necessary signatures.**

This page to be signed **IF** the property owner(s) is (are) authorizing someone to act as an agent or applicant for this application.

### Affidavit

**Applicant/Agent Authorization:**

I/we, \_\_\_\_\_, Property Owner(s) hereby authorize \_\_\_\_\_ to act as a representative/Applicant and/or \_\_\_\_\_ to act as a representative/Agent in all matters pertaining to the processing and approval of this application, including modifying the project, and agree to be bound by all representations and agreements made by the designated Applicant and/or Agent.

I/we declare that if the Property Owner and/or Applicant is a Partnership, Limited Liability Corporation, Corporation or Trust, the individual(s) listed below certifies that he/she/they is/are authorized by that entity to execute the application form attached herewithin.

<b><u>Property Owner (printed name):</u></b>	<b><u>Applicant (printed name):</u></b>	<b><u>Agent (printed name):</u></b>
<b><u>Property Owner (signature):</u></b>	<b><u>Applicant (signature):</u></b>	<b><u>Agent (capacity/title):</u></b>
<b><u>Property Owner (capacity/title):</u></b>	<b><u>Applicant (capacity/title):</u></b>	
Date:	Date:	
<b><u>2<sup>nd</sup> Property Owner (printed name):</u></b>	<b><u>Co-Applicant (printed name):</u></b>	
<b><u>2<sup>nd</sup> Property Owner (signature):</u></b>	<b><u>Co-Applicant (signature):</u></b>	
Date:	Date:	

## REQUIRED MATERIALS AND ITEMS FOR A COMPLETE PARCEL MERGER APPLICATION

1.  The parcel merger application form filled out completely and signed by the applicant. If the applicant is not the property owner, the applicant must provide a letter of authorization or other document that authorizes the applicant to submit an application on the owner's behalf. The applicant can be a lessee, purchaser in escrow or optionee of the subject property.
2.  Two copies of a Title Report or Parcel Map Guarantee, or similarly recognized document from a Title Company which insures that it contains all record interest holders in the property including utility easement holders. The report must be dated no more than thirty (30) days prior to the payment of the application fees.
3.  Payment of application fees:

Application	\$261.00
Document Conversion	\$31.00
Public Notice	\$58.00
Public Works additional fees from Public Works will be due to complete project and will be billed directly to applicant from Public Works	\$324.00
<b>Total:</b>	<b>\$674.00</b>

Note: Should staff determine that a Categorical Exempt needs to occur then an additional fee of \$145.00 will be billed to applicant at that time.

4.  Verification of Taxes Paid form from the County Tax Collector's Office that indicates there are no delinquent or unpaid taxes from previous tax years due and owed on the property. The form must be dated no more than 30 days prior to the payment of the application fees. Another Verification of Taxes Paid form will be required just prior to the recordation of the Certificate of Compliance and the Merger Declaration document. Taxes will need to be paid for the current tax year before the parcels can be remapped by the Assessor's office.
5.  If required by staff, posting of property with identification signs for field inspection (per Section 16.12.100 of the Subdivision Ordinance).
6.  Eight (8) copies of an accurate tentative map that indicates the affected parcels drawn to scale and contains the information listed on the Parcel Merger Tentative Map Requirement Checklist (see attached sample). To ensure that all the required information is shown on the map, use checklist and check off each item drawn. The map must be drawn to scale in ink or other non-erasable material on a sheet(s) with a minimum size of 11"x17" and a maximum size of 18"x26". The map must include the following information:
7.  One 8-1/2" x 11" reduction of the tentative map.



**PARCEL MERGER TENTATIVE MAP  
REQUIREMENT CHECKLIST**

1.  A title for the map stating it is a tentative map for a parcel merger.
2.  The applicant's name, address and telephone number.
3.  The name and address of the legal owner of record.
4.  The name, address, telephone number, and license number (if applicable) of the agent and/or person who prepared the map.
5.  The location of the property described by township, range, section, and quarter section; town site map; and/or subdivision map.
6.  The source of data from which the map was drawn, e.g. USGS topographic map, assessor's plat map, parcel map.
7.  The date the map was prepared.
8.  A north arrow and scale. (NOTE: If staff determines that the scale for the submitted map is not adequate for a reasonable review of the project, then a new map may be requested.)
9.  A vicinity map showing information such as roads, adjoining sections, creeks, and other data sufficient to locate the property and to show its relation to the surrounding area.
10.  Names of all the adjoining property owners. Include the size of their respective parcels.
11.  The boundary lines of the parcels to be merged with approximate dimensions based on the latest deed(s) or other record data (e.g. Record of Survey, Parcel Map).
12.  The approximate area in acres (square feet for parcels less than one acre) of the entire property to be merged. For parcels less than 2½ acres, gross and net (exclusive of access easements) acreage or square footage must be shown.
13.  Topography features and elevation contours shown in sufficient scale and detail which reflect the true conditions of the terrain of the property.
14.  Approximate percent of grade and arrows indicating the direction of slope of the terrain.
15.  The approximate locations of all drainage courses, intermittent streams and major creeks (include name) with direction and percent of slope of each drainage. Include any dams or ponds. Also include any off-site drainage courses, intermittent streams, and major creeks within 200 feet of the property.
16.  The location, major exterior dimensions, and distance from existing and proposed parcel lines of all buildings and structures on the property.

17.  The approximate location of all existing wells, septic tanks, and leach fields. Include off-site wells, septic tanks, and leach fields within 200 feet of the property. Those located within 100 feet of existing and proposed property lines must be indicated with the distance from the property lines.
18.  The locations, widths, and types of existing on-site easements providing access within the property or to off-site parcels. The manner in which the easement was created must be shown.
19.  The locations, widths, and purposes of the existing on-site easements for drainage and utilities. The manner in which the easement was created must be shown.
20.  The locations, widths, and purposes of dedications offered to the County of Mariposa for existing and proposed easements. The manner in which existing dedications have been offered must be shown.
21.  Parcel layout with approximate dimensions along all property lines and an identifying number or letter for each proposed parcel.
22.  The approximate area in acres (square feet for parcels less than one acre) of each proposed parcels. For parcels less than 2½ acres net (exclusive of access easements) in size, the gross and net acreage or square footage of the parcels must be shown.
23.  The proposed, or existing, water supply and the type of sewage disposal system.

**PARCEL MERGER MAP**

FOR: JOHN PUBLIC  
 5000 COUNTY ROAD  
 MARIPOSA, CA 95338

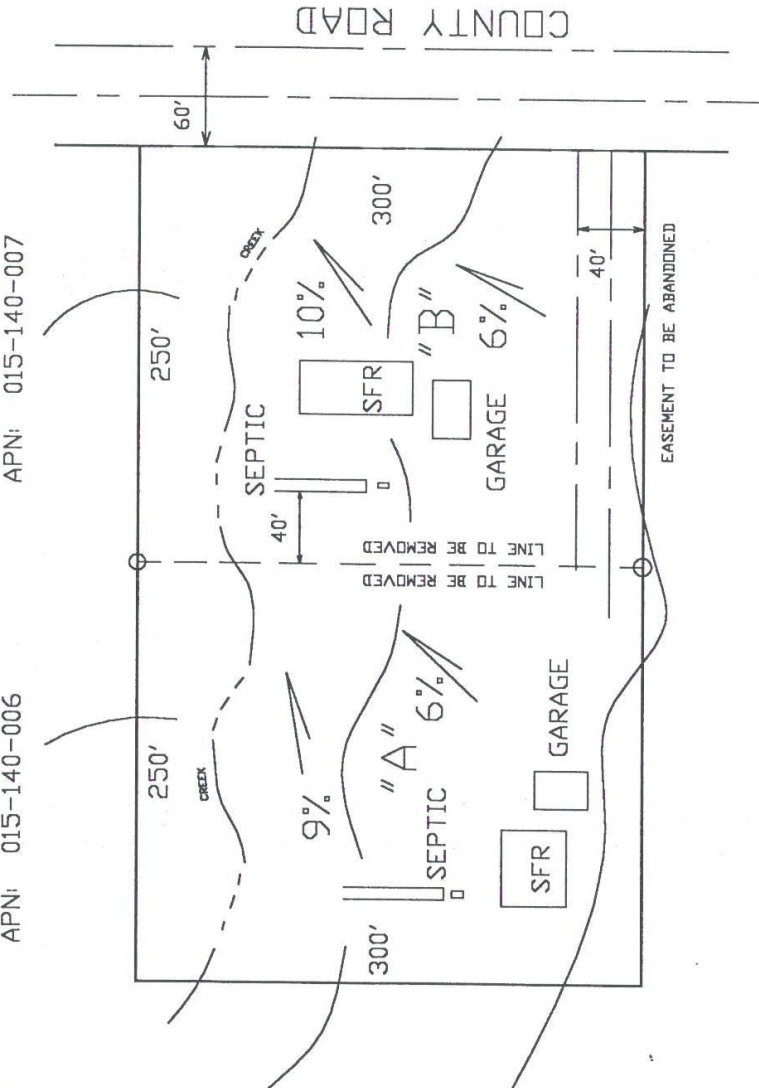
BEING A PORTION OF  
 THE SE 1/4 OF SECTION  
 10, T. 5 S., R. 20 E.,  
 MDB&M.

DATE: MAY 5, 1999

TOTAL MERGED AREA: 3.44 ACRES  
 PARCEL A: 1.72 ACRES  
 PARCEL B: 1.72 ACRES

APN: 015-140-006

APN: 015-140-007



NOTES:

- 1) CONTOURS ARE FROM U.S.G.S. TOPO MAP
- 2) ARROWS INDICATE DIRECTION OF SLOPE
- 3) DOMESTIC WATER SUPPLY; INDIVIDUAL DRILLED WELL
- 4) SEWAGE DISPOSAL SYSTEM; INDIVIDUAL SEPTIC TANK SYSTEM

SCALE: 1" = 100'