



LOT MERGER INSTRUCTIONS

City of Vernon

The City of Vernon may request that contiguous properties be 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 Lot Merger will take place when lots are contiguous (touching).

DOCUMENTS REQUIRED TO PROCESS A LOT MERGER

1. Application and Fee

- Provide a completed application and a \$375 review fee.

2. Merger Form

- Provide a lot merger form in a recordable format. Refer to Attachment 1 for a lot merger sample. Lot merger must be signed and notarized by the appropriate officers of the entity. Refer to the attached “Signature Requirements for City Agreements” for the required signatures.
 - When only one signature is provided, proof of the person’s authorization in his 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 the property grant deed(s) showing current ownership of all properties involved.
- Provide title report(s) showing current ownership of all properties involved.

3. Exhibits

- 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.
- **Exhibit “A” – Before Lot Merger Legal Description**
 - Provide full legal descriptions for the existing parcels.
- **Exhibit “B” – After Lot Merger Legal Description**
 - Provide a legal description of the perimeter of the merged parcel.
- **Exhibit “C” – Map**
 - Map must be drawn in black ink in an 8½” x 11” format.
 - Map scale and north arrow must be provided.
 - Map shall show the existing and proposed lot layout. Use a heavy solid line for the merged parcel boundary and light dashed lines to delineate the original parcel boundaries.
 - Show bearings and distances for all parcel lines. Bearings and distances shall be based upon recorded documents and maps.
- Additional information may be required.

APPLICATION FOR LOT MERGER
CITY OF VERNON

Owner of Parcel _____

Address of Owner _____

Assessors Parcel Number (APN) _____

Address of Parcels _____

THIS APPLICATION SHALL BE ACCOMPANIED BY THE FOLLOWING:

- Lot merger form
- Exhibit “A” – Before Lot Merger Legal Descriptions
- Exhibit “B” – After Lot Merger Legal Description
- Exhibit “C” – Map
- 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)
- Processing fee: \$375

Applicant’s full name (printed or typed): _____

Signature _____ Date: _____

Phone Number: _____ Fax Number: _____

Email: _____

Surveyor’s/Engineer’s Name: _____

Business Name: _____ Email: _____

Phone Number: _____ Fax Number: _____

Recording Requested by
and mail to:

SPACE ABOVE THIS LINE FOR RECORDER'S USE

LOT MERGER TO HOLD PROPERTIES AS ONE PARCEL

The undersigned hereby certify that we are the owners of real property located in the City of Vernon, State of California that are located at and are known by the following addresses:

(Street address)

Legal descriptions for these properties are contained in **Exhibit "A" – Before Lot Merger** and **Exhibit "B" – After Lot Merger**. Properties are shown on the map in **Exhibit "C"**. All three Exhibits are attached hereto and made a part hereof.

We hereby agree and covenant with each other, and for the express benefit of the City of Vernon that the above-described real property shall be held as one parcel and no portion shall be sold separately.

This covenant and agreement is executed for the purpose of combining parcels together to allow construction upon the subject property in accordance with the City of Vernon Building and Zoning Code requirements.

This covenant and agreement shall run with all of the above-described land and shall be binding upon ourselves, and future owners, encumbrancers, their successors, heirs or assignees and shall continue in effect in perpetuity.

Dated this _____ day of _____ 20_____

Property Owner's Name _____

Signature of Authorized Agent

(Print name)

(Title)

(Sign)

(Print name)

(Title)

(Sign)

State of California

County of _____

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

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 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)

EXHIBIT “A”

**LEGAL DESCRIPTION
Before Lot Merger**

EXHIBIT “B”

**LEGAL DESCRIPTION
After Lot Merger**

EXHIBIT “C”

**MAP
Lot Merger**

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, <i>if both capacities are identified.</i>)	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 <i>members</i> – not required unless otherwise provided in governing documents if managed by <i>manager(s)</i> – 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.)	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.