

# 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).

## **The following documents are required in order to process a Lot Merger**

1. Complete application (Attachment 1) and \$375 review fee.
2. Provide a lot merger form in a recordable format. Refer to Attachment 2 for a lot merger sample. Lot merger must be signed and notarized by the appropriate officers of the entity. Refer to Attachment 3 "Signature Requirements for City Agreements" for the required signatures.
3. 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".
4. Provide the property grant deed(s) showing current ownership of all properties involved.
5. Provide title report(s) showing current ownership of all properties involved.
6. Submit a legal description prepared and wet stamped by a Land Surveyor, registered in the state of California, for each existing Parcel prior to the Lot Merger and marked Exhibit "A". Each existing parcel shall be individually described and numbered.
7. Provide recorded documents referenced in legal description.
8. Provide Closure Calculations to support metes and bounds description.
9. Submit a drawing attached to the legal description, with bearings and distances to scale and marked "Exhibit B" and "Page 2 of 2". The drawing shall be prepared and wet stamped by a Land Surveyor, registered in the State of California. All parcels shall be shown on one drawing.

## APPLICATION FOR LOT MERGER

Owner of Parcel \_\_\_\_\_

Address of Owner \_\_\_\_\_

Assessors Parcel Number (APN) \_\_\_\_\_

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

**THIS REQUEST FORM SHALL BE ACCOMPANIED BY THE FOLLOWING:**

- Lot merger form
- "Article of Organization" or "Statement of Partnership Authority"
- Property grant deed for all properties involved
- Title report for all properties involved
- Legal description of each parcel ("Exhibit A")
- Recorded documents referenced in legal description
- Closure calculations (for metes and bounds description)
- Legal drawing of each parcel ("Exhibit B")

Applicants full name (printed or typed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number: \_\_\_\_\_

Surveyors Name \_\_\_\_\_ Business Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Recording Requested by  
and mail to:

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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:

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(Street address)

Legal descriptions of these properties are contained in **Exhibit "A"** and are shown on the map in **Exhibit "B"** both 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\_\_\_\_\_

Owners Name \_\_\_\_\_  
(Print) (Sign)

Name of Corporation \_\_\_\_\_

\_\_\_\_\_  
(Print name) (Title)

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

\_\_\_\_\_  
(Print name) (Title)

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

