



# CITY OF PERRIS

DEVELOPMENT SERVICES DEPARTMENT  
PLANNING DIVISION  
135 N. 'D' STREET, PERRIS, CA 92570-2200  
TEL: (951) 943-5003  
EMAIL: DSPLANNING@CITYOFPERRIS.ORG

FOR OFFICE USE ONLY

DATE SUBMITTED: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_  
CASE NO. \_\_\_\_\_

## CERTIFICATE OF PARCEL MERGER APPLICATION

**Applicant/Contact:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Last First

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

**Record Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Last First

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

**Representative:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Last First

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

**General Location/Site Address:** \_\_\_\_\_

**Assessor's Parcel No(s):** \_\_\_\_\_  
\_\_\_\_\_

**Request Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_

CERTIFICATE OF PARCEL MERGER APPLICATION

(I/We) hereby certify that (1) I am/we are) the record owner(s) of all parcels proposed for merger by this application: (2) (I/We) have knowledge of and consent to the filing of this application, and (3) the information submitted in connection with this application is true and correct. (Letters of Authorization may be attached)

\_\_\_\_\_  
Record Owner's Signature      Date

\_\_\_\_\_  
Record Owner's Signature      Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Representative's Signature      Date

\_\_\_\_\_  
Printed Name      Date

## **CERTIFICATE OF PARCEL MERGER APPLICATION REQUIREMENTS**

The following requirements ***MUST*** be submitted.

1. **Fee of \$800 plus \$8.45 for data processing fees plus an additional \$85 per hour for Engineering review.**
2. **Owner authorizing an agent to act on their behalf must file with the City. The attached authorization form must be notarized.**
3. **The following items must be submitted digitally for Engineering Review.** The items that are required to be submitted will be legal documents that must be recorded. Therefore, the forms must be typed, and the exhibits drawn legibly. Also, to ensure the reproducibility of the documents, use black ink on all forms and maps.
  - a. **Confirmation of Payment and the Application**
  - b. **Exhibit “A” Legal Description**
  - c. **Exhibit “B” Plat**
  - d. **Exhibit “C” Site Plan**
    - Scale and North arrow
    - Legal description of property and Assessor’s parcel number.
    - Overall dimensions of the property and adjoining lot lines
    - Location and names of adjoining streets.
    - Centerline and all existing improvements such as sidewalks, curbs, gutters, easements, and/or uses.
    - Location and dimensions of existing structures, easements, and/or uses.
    - Location, dimensions, arrangement and numbering of parking spaces or existing and/or proposed parking and loading facilities.
    - Set back dimensions
    - Location and nature of existing fences, gates, walls, driveways, and curbs.
  - e. **Any Reference Record Maps (i.e. Tract Map, Parcel Map, LLA, Parcel Merger, and/or COC)**
  - f. **Closure Calculations**
  - g. **Hyper-linked Preliminary Title Report (Note: If hyperlinking is not available, submit a copy of the vesting deed(s) and all exception documents listed in the Preliminary Title Report)**

### **ADDITIONAL CRITERIA FOR ACCEPTANCE**

An application for a Certificate of Parcel Merger may be accepted when it can be determined that the proposal complies with the following specifications:

1. **The parcels to be merged are, at the time of merger, under common ownership and written consent has been obtained from all record owners.**
2. **The parcel as merged will be consistent with the zoning of the property.**
3. **The parcel as merged will not conflict with the location of any existing structures on the property**
4. **The parcel as merged will not be deprived access as a result of the merger**
5. **Access to adjoining parcels will not be restricted by the merger.**
6. **No new lot lines are created through the merger.**
7. **All parcels to be merged must be legal parcels as defined by the State Subdivision Map Act**

Note: Additional items may be required after review.

**PROPERTY OWNER ACKNOWLEDGEMENT OF PARCEL MERGER**

Date: \_\_\_\_\_

**City of Perris  
135 N. 'D' Street  
Perris, CA 92570**

To Whom It May Concern:

I/We, the owner(s) of the subject property, do hereby authorize \_\_\_\_\_ to act in my/our behalf on matters pertaining to \_\_\_\_\_

\_\_\_\_\_ (description of work). Date this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature (s) of Legal Owners

**State of California  
County of Riverside**

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before me \_\_\_\_\_ a Notary Public, personally appeared \_\_\_\_\_ known to me to be the person(s) whose name(s) are/is subscribed to the within instrument and acknowledged that they executed the same.

Witness my hand and Official Seal

Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_





# EXHIBIT A Legal Description

CERTIFICATE OF PARCEL MERGER NO. \_\_\_\_\_

**Record Owners**

**Existing Parcels Assessor Parcel Numbers**

John Doe	569-085-018
John Doe	569-085-019
John Doe	569-085-016
John Doe	569-085-020

**Legal Description of Merged Parcel**

SAMPLE

PARCEL 1

Beginning at the northwest corner of lot 12 of Tract No. 2396; thence along the north line of said lot 12 through the following courses: N 73°23'28" E., a distance of 68.98 feet to the beginning of a curve concave to the north and having a radius of 180 feet; thence northeasterly along said curve through a central angle of 47°55'48" a distance of 150.58 feet; thence N 25°27'40" E, to the beginning of a curve concave to the south and having a radius of 10 feet; thence northeasterly along said curve through a central angle of 36°16'20" a distance of 75.97 feet; thence N 61°44'00"E a distance of 163.58 feet; thence N 74°26'16"E, a distance of 518.41 feet; thence S 00°24'44"W, a distance of 554.64 feet along the easterly line of said lot 12; thence to the S 75°51'59"W, a distance of 875.18 feet; thence N 74°29'27"NW, a distance of 30 feet to the centerline of Valerio Drive, northerly along a curve concave to the west and having a radius of 200 feet through a central angle of 21°90'53", a distance of 73.88 feet; thence N 05°39'20"W, a distance of 295.17 feet; thence N 84°20'40"E, a distance of 30 feet to the point of beginning.

PARCEL 2

Beginning at the southwest corner of lot 12 of Tract No. 2396; thence through the following courses: N 87°45'34"W, a distance of 32.38 feet to the center line of Valerio Drive as shows on said map; thence along the centerline of Valerio Drive N 24°21'25"E, a distance of 362.49 feet to the beginning of a curve, concave to the west, and having a radius of 200 feet; thence northerly along said curve, through a central angle of 08°50'52", a distance of 30.88 feet; thence S 74°29'27"E, a distance of 30 feet, thence N 75°51'59"E, a distance of 875.18 feet; thence S 00°24'44"@, a distance of 605.36 feet; thence along the south line of said lot N 87°45'34"W, a distance of 1001.67 feet to the point of beginning.

Signature of Recorded Owner(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEPARTMENT USE ONLY

This certificate of Parcel Merger No. \_\_\_\_\_ is hereby approved

BY \_\_\_\_\_

Title \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

# EXHIBIT A Legal Description

CERTIFICATE OF PARCEL MERGER NO. \_\_\_\_\_

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**Record Owners**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Existing Parcels Assessor Parcel Numbers**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Legal Description of Merged Parcel**

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Signature of Recorded Owner(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

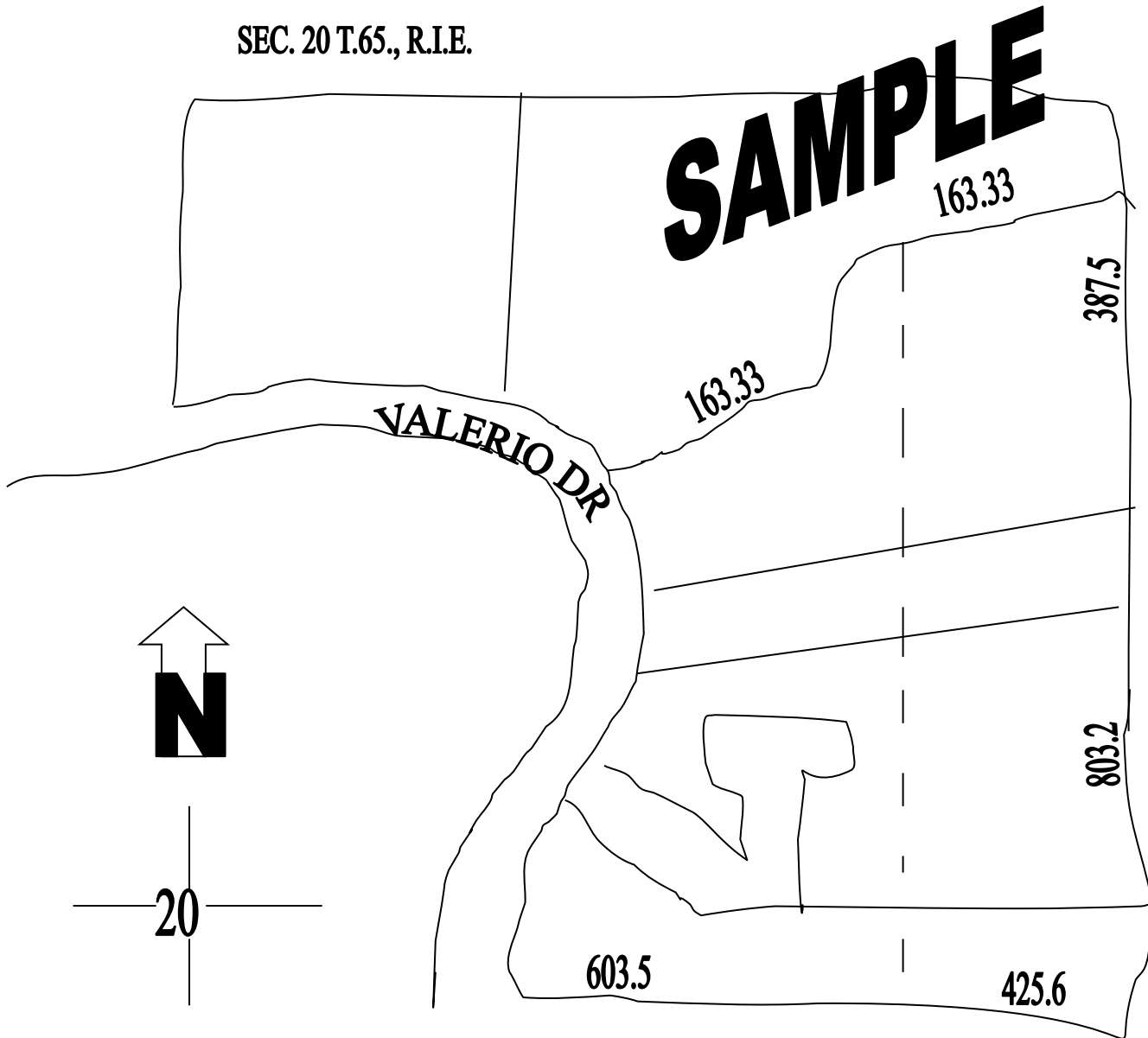
DEPARTMENT USE ONLY

This certificate of Parcel Merger No. _____ is hereby approved BY _____ Title _____ DATE SUBMITTED _____
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**EXHIBIT B  
MAP**

CERTIFICATE OF PARCEL MERGER NO. \_\_\_\_\_

SEC. 20 T.65., R.I.E.



Scale 1" = 400'

**EXHIBIT B**  
**MAP**

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

Record Owner: \_\_\_\_\_

Scale: \_\_\_\_\_

Address: \_\_\_\_\_

Map Prepared by: \_\_\_\_\_

Address: \_\_\_\_\_

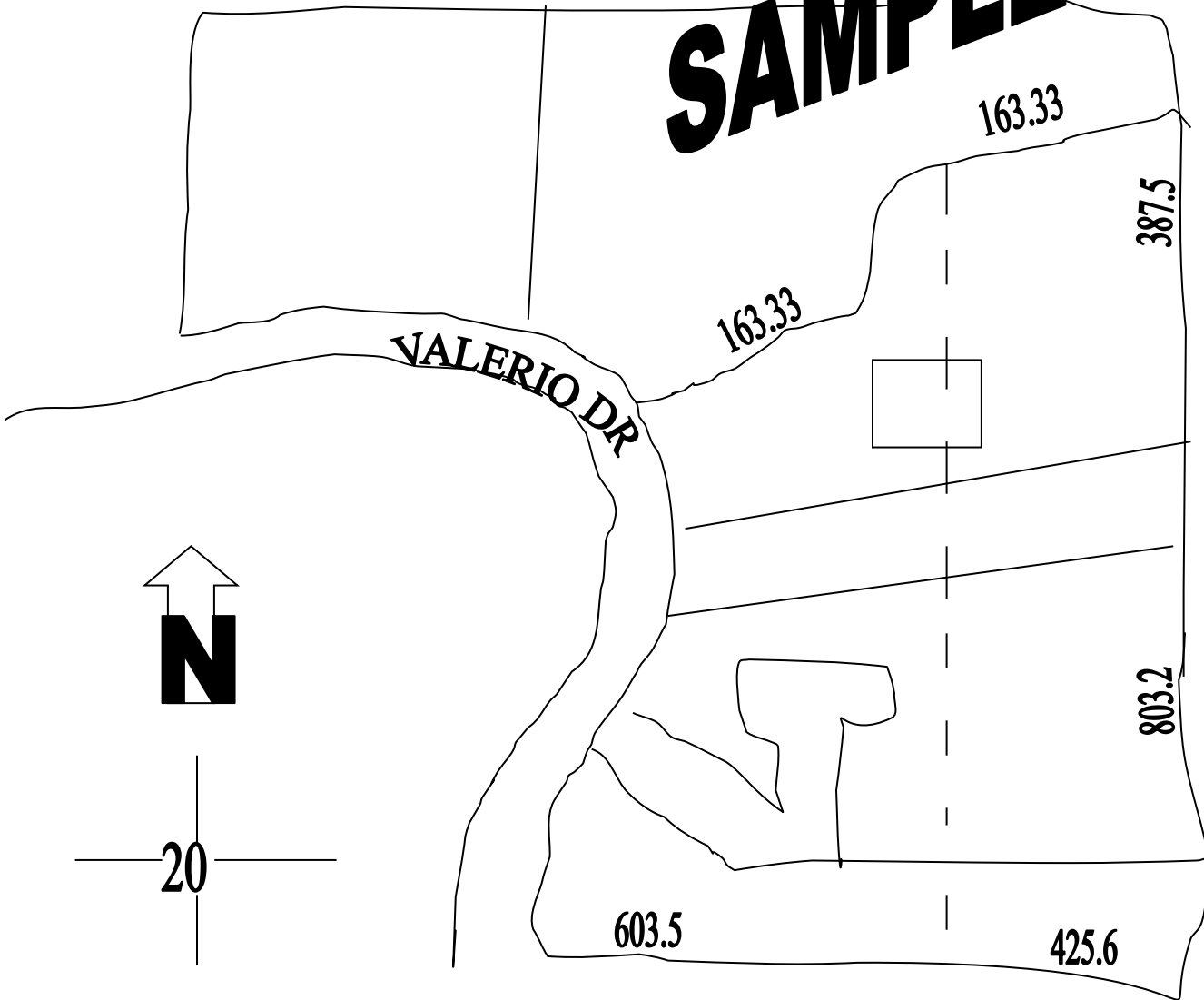
Assessor Parcel No. \_\_\_\_\_

**EXHIBIT C  
SITE PLAN**

CERTIFICATE OF PARCEL MERGER NO. \_\_\_\_\_

SEC. 20 T.65., R.I.E.

**SAMPLE**



Scale 1" = 400'

# EXHIBIT C SITE PLAN

Record Owner: \_\_\_\_\_

Scale: \_\_\_\_\_

Address: \_\_\_\_\_

Map Prepared by: \_\_\_\_\_

Address: \_\_\_\_\_

Assessor Parcel No.

\_\_\_\_\_