



Department of Public Works and Planning

AN APPLICANTS GUIDE TO PROCEDURES FOR:

MERGER OF PARCELS

All parcels involved in the merger **must be under identical ownership and common financing**. The attached application must be filled out completely to include the names, addresses and signature(s) of the applicant (s).

Along with the application and Pre-Application Review, PDF copy of a site plan, showing the proposed transaction must be provided. The map must be drawn to scale and include the following information:

1. The boundary lines, dimensions and areas of the original parcel (s).
2. Dimensions, and areas of each parcel.
3. The identification of each parcel with a number or letter.
4. All existing buildings, structures, wells, septic systems, and other improvements and their distances from proposed or existing property lines, or a note stating there are no improvements on the property.
5. The location and width of any abutting public or private road right-of-way.
6. The location of existing private road easements with the connection to a public road.
7. North arrow and scale.

A current report from a title company which sets forth therein the owner of the parcels to be merged together with any deed of trust thereon shall be required upon filing (Section 17.72.158.C County Ordinance).

THE FILING FEE IS \$783.49 (plus \$22.95 PER RESULTING PARCEL).



FRESNO COUNTY DEPARTMENT OF PUBLIC WORKS AND PLANNING

MAILING ADDRESS:

Department of Public Works and Planning
Development Services Division
2220 Tulare St., 6th Floor
Fresno, California 93721

LOCATION:

Southwest corner of Tulare & "M" Streets
Suite B -Courtyard Level
Fresno Phone: (559) 600-4022
Toll Free: 1-800-742-1011 Ext. 04022

APPLICATION FOR:

- ☐ Certificate(s) of Compliance
☐ Exception(s)
☐ Parcel Merger
☐ Property Line Adjustment
☐ Tentative Parcel Map
☐ Tentative Parcel Map Waiver
☐ Tentative Tract Map
☐ Time Extension for _____

DESCRIPTION OF PROPOSED USE OR REQUEST:

PLEASE USE PRINT IN BLACK INK. Answer all questions completely. Attach required site plans, forms, statements, and deeds as specified on the Pre-Application Review. **Attach Copy of Deed, including Legal Description.**

APN(S): _____ Section(s)-Twp/Rg: S _____ - T _____ S/R _____ E

Number of Parcels Proposed: _____

Acreage of Existing Parcel(s): _____

Existing Use of Parcel(s): _____

Proposed Use of Parcel(s): _____

Source of Domestic Water Supply: _____

Method of Sewage Disposal: _____

Property Owner (Print or Type)	Address	City	Zip	Phone
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Property Owner (Print or Type)	Address	City	Zip	Phone
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Map Preparer (Print or Type)	Address	City	Zip	Phone
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Property Owner Signature	Property Owner Signature	Map Preparer Signature
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Contact Email	Contact Email	Contact Email
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OFFICE USE ONLY (PRINT FORM ON GREEN PAPER)

Application Type / No.: _____
Application Type / No.: _____
PER/Initial Study No.: _____
Received By: _____ Invoice No.: _____

Related Application(s): _____
Zone District: _____
Parcel Size: _____

VOLUNTARY LOT MERGER

AN INFORMATIONAL GUIDE



PUBLIC WORKS & DEVELOPMENT SERVICES DEPARTMENT

Development Services Division
2220 Tulare Street
Fresno, California 93721

WHAT IS A MERGER?

A Notice of Merger is a document which evidences that a number of contiguous parcels of land have been combined into a lesser number of parcels than originally existed.

WHAT ARE THE SUBMITTAL REQUIREMENTS FOR MERGER?

Applications for merger may be obtained at the Fresno County Development Services Permit Counter or mailed upon request.

The application package does not have to be prepared by a licensed land surveyor or engineer.

The application package consists of the following:

- Application form, signed by an owner of the property;
- PDF copy of a map of the property showing the existing and proposed lot configuration. See applicant's guide for specific information to be shown;
- A copy of the deed(s) showing current ownership of the property;
- A Lot Book Guarantee prepared by a title company; and
- Application filing fee

This type of application is not subject to the California Environmental Quality Act (CEQA).

WHAT IS THE PROCESS TO MERGE PARCELS?

After an application has been accepted, the deeds and Lot Book Guarantee are reviewed to determine if additional actions are required prior to merging the lots. If the Lot Book Guarantee indicates that there are different deeds of trust on the parcels to be merged, the applicant will be informed that the deeds of trust will need to be modified.

HOW LONG DOES IT TAKE TO PROCESS A MERGER?

Generally, an applicant can expect to receive a written response to the submittal of an application in 30 days. This response will be in the form of a copy of the Notice of Merger or a letter requesting additional actions.

HOW DO I GET RID OF A LOT LINE?

The first step is to contact Fresno County Development Services Zoning and Permit Counter, (559) 600-4540, to find the zoning and General Plan designations for the site. These designations establish the minimum lot size. A lot line may be extinguished by the filing of an application to merge parcels.

Please telephone (559) 600-4540 if you have any questions regarding zoning and (559) 600-4022 if you have any questions about the Notice of Merger process.