

Department of Planning
P.O. Box 530
Downieville, CA 95936
(530) 289-3251
Fax (530) 289-2828
E-Mail: planning@sierracounty.ca.gov

File No. _____
 Date Rec. _____



PARCEL MERGER APPLICATION

APPLICANT: _____

ADDRESS: _____

E-MAIL ADDRESS: _____

PHONE NUMBER: _____

ASSESSOR PARCEL NUMBERS OF ALTERED PARCELS: _____

PROPERTY OWNERS (if different from "Applicant"): _____

BRIEFLY STATE THE REASONS FOR THIS APPLICATION: _____

SIGNATURE OF APPLICANT: _____

APPLICATION CHECKLIST (SCC §23.24.006)

	Completed Application forms
Initial review fee:	\$100.00 <i>[Project fee to be determined]</i>
	One (1) copies of a Preliminary Title Report for all the properties altered by the proposed parcel merger. The title reports shall name the current record owners and shall not be more than six (6) months old.
	One (1) copy of Sierra County's "Indemnification Agreement", returned with original wet or AdobeSign certified signatures. Photocopies, faxes, scanned images will

	not be accepted.
<input type="checkbox"/>	One (1) copy of a Tentative Parcel Merger Map legibly drawn and accurate to scale on an 18"x26" sheet; and, if available, an electronic file copy of the Map and/or supporting documents. The Tentative Parcel Merger Map shall show all of the following information:
<input type="checkbox"/>	Boundary lines, dimensions, and approximate areas of the existing parcels and the resultant merged parcels.
<input type="checkbox"/>	Locations and dimensions of each existing structure, including out-buildings, proposed building sites, approximate distance between structures, and boundary lines of both the original parcel boundaries and the merged parcel boundaries.
<input type="checkbox"/>	Names, locations, and widths of all existing streets and roads on or bounding the original parcel and all new access routes being proposed.
<input type="checkbox"/>	Names, locations, and widths of all existing streets and roads on or bounding the original parcel and all new access routes being proposed.
<input type="checkbox"/>	Locations and dimensions of all existing and proposed easements, utility lines, right-of ways, and underground structures of any kind.
<input type="checkbox"/>	Approximate slope of the land.
<input type="checkbox"/>	Scale of map (standard engineering scale), north arrow, and vicinity map.
<input type="checkbox"/>	Location of existing and proposed domestic water supplies and location of existing and proposed septic tanks and leach fields for all lots affected by the parcel merger.
<input type="checkbox"/>	Approximate location of all watercourses, drainage channels, drainage structures, and springs.
<input type="checkbox"/>	Approximate locations of all high water lines of lakes, reservoirs, streams, and rivers (including FEMA floodplain information if available).
<input type="checkbox"/>	Date of preparation of map.
<input type="checkbox"/>	Assessor's parcel numbers and Book and Page Number from the Official Records for all existing deeds on all parcels affected by the parcel merger.
<input type="checkbox"/>	Name, address, and telephone number of the applicant, of the person who prepared the map, and of all parties having any record interest in the real property shown on the map.
<input type="checkbox"/>	The following statement granting consent to the preparation and submittal of the map, with signatures of all record owners of all the parcels whose boundaries are affected by the parcel merger: <i>"We hereby state that we are the record owners of the parcels shown on this map whose boundaries are affected by this parcel merger and we grant consent to the preparation and submittal of the map and we are the only persons whose consent is required to pass title to said parcels. This Parcel Merger will not operate to diminish or defeat the rights or interests of any party or entity which existed of record prior to the Parcel Merger, including but not necessarily limited to security instruments, deed restrictions, covenants, conditions and restrictions, assessments, and similar rights or obligations."</i>

The following statements shall be provided on the Tentative Parcel Merger Map to allow for the proper execution by such responsible agencies:

TAX COLLECTOR’S STATEMENT

The Tax Collector of the County of Sierra, State of California, does hereby certify that there are no liens against the parcels as shown hereon, for unpaid property taxes or special assessments that are due and payable. This statement is valid through _____.

Sierra County Tax Collector

Date: _____

PLANNING DIRECTOR’S STATEMENT

The Sierra County Planning Director has reviewed and found the proposed Parcel Merger, as shown hereon, to be in compliance with the Subdivision Map Act and local ordinance. All conditions of approval have been satisfactorily complied with.

Sierra County Planning Director

Date: _____

COUNTY SURVEYOR’S STATEMENT

The Sierra County Surveyor has reviewed and found the proposed Parcel Merger, as shown hereon, to be in compliance with the Subdivision Map Act and local ordinance.

Sierra County Surveyor

Date: _____

Please note: Pursuant to Sierra County Code Section 23.24.016, following approval at an Administrative Hearing, a Parcel Merger shall be effected either by the recordation of a Parcel Merger Map (Record of Survey) or at the discretion of the Director of Planning with the concurrence of the County Surveyor, by recordation of a Notice of Parcel Merger in form approved by the Director of Planning. Recordation of the Notice of Merger, Record of Survey map (if required), Partial Reconveyance, Easement Deeds and Supplementary Deeds of Trust, if applicable, shall be concurrent and shall constitute constructive notice of the Parcel Merger. Any conditions of approval imposed on the project by the Administrative Hearing Officer shall be satisfied prior to recordation and are the responsibility of the applicant.