

XIX. LOT COMBINATION

A. Procedure

1. Applicability. This applies to lot combination, where the applicant is seeking to combine two or more existing contiguous lots. Prior to Lot Combination approval, the City Engineer must determine that the adjustment:
 - a. Does not include any lots or parcels which were illegally created.
 - b. All lots subject to Lot Combination are under the same ownership.
2. Requirements and Procedure for Approval of Lot Combinations:
 - a. Submit a letter requesting a Lot Combination to the Engineering Division.
 - b. Processing Fee is charged to a Private Job Account.
 - c. Original 8-1/2" x 11" plat and three (3) copies which shall include the following:
 1. The plat shall be drawn to scale.
 2. All parcels proposed for Lot Combination shall be shown.
 3. All existing lots or parcels shown on final maps or parcel maps shall be identified by map type and number.
 4. North arrow and scale shall be shown on the Plat.
 5. The name, wet signature, wet seal, address, telephone number and license number of the Engineer or Surveyor who prepared the plats.
 6. The location, width and names, if any, of all exiting streets adjacent to the site.
 7. The name of the owner(s) of the parcels proposed for Lot Combination and the Assessor's numbers of those parcels shall be labeled within or adjacent to the parcels involved.
 8. A vicinity map with north arrow and scale indicated.
 9. The dimensions of each boundary of each proposed lot.
 - d. Legal Descriptions:

Separate legal descriptions of properties affected before and after Lot Combination, with wet signature and seal of L.S. or qualified R.C.E.
 - e. Preliminary Title Report and Reference Maps:

For verification of current ownership, a Title Report not more than 90 days old is required for each affected lot. Applicant(s) must also submit proof that each affected lot was created legally. Lots were created by the following means are considered legal:

1. Lots created by means of a Recorded Parcel Map or Final Map which was approved in accordance with the state and local law in effect on the date of the map approval.
2. Lots created by a Record of Survey or Deeds recorded prior to 11/7/1967.

A Certificate of Compliance or Parcel Map will be required if any of the affected lots do not meet the above criteria.

- f. After Items 2(a) through 2(f), above, are all submitted, the application will be reviewed and a Declaration of Lot Combination will be prepared by the Engineering Division for the owner(s) execution.
- g. The applicant will return the fully executed Declaration of Lot combination to the Engineering Division.
- h. The Declaration of Lot Combination will be submitted to the City Engineer for approval and then it will be forwarded to the County Recorders Office for recordation.