

TEHAMA COUNTY PLANNING DEPARTMENT
444 Oak Street Room "I" Courthouse Annex Second Floor
Red Bluff California 96080
Telephone (530) 527-2200 Email planning@tehama.gov



VOLUNTARY MERGER

A voluntary Merger is the procedure for voluntarily merging two (2) or more contiguous parcels or units of land under common ownership.

Application for a Voluntary Merger shall be submitted to the Planning Department and shall include:

- ❑ **Cost for the Voluntary Merger is \$828.00.** The applicant shall pay all required application fees. Fees are accepted by check or cash, and made payable to "Tehama County Planning Department". This application fee does **not** include any fees which may be charged by the County Surveyor for review of this project. Any fees incurred will be billed by the County Surveyor to the Applicant(s) and paid directly to the County Surveyor's Office.
- ❑ The **Application Form** shall be properly filled out according to standards set forth in Government Code Section 66436, **signed and notarized, acknowledge by all parties having any record title interest in the real property proposed to be merged,** consenting to the preparation and recordation of the notice of merger and to the waiver of notice of said merger.
- ❑ A **Tentative Exhibit Map** showing existing property lines, proposed property lines, all existing structures, existing improvements such as wells, septic tanks and leach fields and their respective setbacks from proposed property lines and dimensions of property to be exchanged.
- ❑ **Any additional or supplemental information** which the Director of Planning determines is reasonably necessary to determine whether to approve a voluntary merger application.
- ❑ **Current Deeds** Provide legible copies of all deeds affecting the property beginning with the deed that described the property prior to its current configuration from that time to the present, unless the parcels were created through a recorded tract map, parcel map or official map or unless waived by the Director of Planning. A typed copy of all handwritten deeds and copies of earlier deeds in the chain of title or deeds describing adjacent property shall be submitted by the applicant if requested by the Director of Planning.
- ❑ **Preliminary Title Report or Lot Book Guarantee** concerning the property, showing current property owners, and which is not more than thirty (30) days old. The preliminary title report shall include the legal descriptions of the existing parcels proposed to be merged.
- ❑ **Legal descriptions.** The application shall contain a legal description signed and "wet stamped" by a registered civil engineer or licensed land surveyor for the resulting parcel proposed by the voluntary merger. **(Please include contact phone number and address of Surveyor/ Engineer.)**
- ❑ A **Redemption Officer's Certificate from the Tehama County Treasurer-Tax Collector** verifying that **all** taxes have been paid on **all** Assessor Parcel Numbers involved in the Merger. Taxes due may include a pre-payment of the upcoming years taxes. This is due prior to final approval sign off.
- ❑ **Cost for Recording the Merger.** Recording fee is collected based on the number of pages to be recorded and will require a separate check made payable to the Tehama County Recorder's Office. Once the Merger is approved, we will notify you of the amount needed to record the merger document(s).

*****NOTE: The applicant(s) involved in this Voluntary Merger will be required to record new deeds/ conveyances reflecting the new property description. The Certificate of Merger Document will be recorded after proof that the Deeds/ Conveyances have been recorded.*****

MERGER# _____

REQUEST FOR VOLUNTARY MERGER APPLICATION

OFFICE USE ONLY

Date: _____ Merger: _____ Receipt: _____

NOTE: An additional Merger fee of \$828.00 will be charged if re-recording of the Certificate of Merger is required which is a result of applicant/agent error or omission.

I (we), the undersigned, requested that the following lots be merged for the purpose of constructing across the existing lot line. I (we) understand that once the lots are merged they are no longer considered separately conveyable.

Assessor's Parcel Number(s): _____

Lot(s) #: _____ of Block _____ of _____ Subdivision

SIGN BELOW BEFORE A NOTARY

Print Name(s):

Print Name

Print Name

Signature(s):

Signature

Signature

Mailing Addresses: (Please Print)

Phone Number: _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of the document.

STATE OF CALIFORNIA)

)ss

COUNTY OF TEHAMA)

On _____, before me _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person (s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(SEAL)

Signature _____

ACKNOWLEDGEMENT/CONSENT

The undersigned trust deed beneficiary(ies) and mortgagee(s) do hereby assent to this application: All signature(s) must be notarized.

Date: _____

Applicant(s) Name: _____

Print Name/ Title/ Company Name

Beneficiary Signature

Company Address

Company Phone Number

Assessor(s) Parcel Number(s)

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(SEAL)

Signature_____

Capacity of Signatory