



INSTRUCTIONS FOR FILING VOLUNTARY LOT MERGERS

All requests for voluntary lot mergers must be made to the City Engineer.

Voluntary lot mergers are processed in accordance with the Subdivision Map Act and City of Palmdale Ordinance No. 1091 (City Subdivision Ordinance).

Voluntary lot mergers may only be approved for existing legal parcels held under common ownership. All owners of interest in the property, including beneficiaries of deeds of trust, must consent to the merger.

Voluntary lot mergers may only be approved provided that dedications or offers of dedication to be vacated or abandoned by the merger are unnecessary for present or future public use.

Voluntary lot mergers may only be approved provided that dedications or offers of dedications which are necessary for present or future public use are reserved in merger.

Material to be submitted to the City Engineer

1. One completed copy of "Request For Voluntary Lot Merger". This form must be signed and notarized by the record owner.
2. A fee in the amount of \$850 plus \$30 per existing parcel and a 5% GIS fee payable to the City of Palmdale.
3. A preliminary title report that is no more than three months old along with a copy of the recorded deed evidencing ownership. A preliminary subdivision report or preliminary subdivision guarantee is not acceptable.
4. Chain of title to September 1962.
5. A legal description entitled "Exhibit A" which describes the existing parcels to be merged and the proposed merged parcel. All legal descriptions must be prepared under the direction of an individual authorized to practice land surveying and must be signed and sealed by the L.S. or R.C.E. Only 8 ½ " by 11" sheet is acceptable.
6. A sketch entitled "Exhibit B" which shows the existing configuration of the parcels to be merged and the proposed merged parcel. The existing parcels are to be shown by number (i.e. Parcel 1, Parcel 2, etc.) and drawn in dashed line. The proposed merged parcel is to be drawn in solid line. All dedications, easements, and offers of dedication of record are to shown along with a statement of their dispensation (i.e. easement to remain, easement to be quitclaimed, etc.). The sketch must be prepared under the direction of an individual authorized to practice land surveying and must be signed and sealed by the L.S. or R.C.E. Only 8 ½ " by 11" sheet is acceptable.
7. A modified deed of trust (required only if a deed of trust is held against any existing parcel to be merged).

**REQUEST FOR VOLUNTARY LOT MERGER
CITY OF PALMDALE VOLUNTARY LOT MERGER NO. _____**

I (We) the undersigned owners(s) of record of real property within the City of Palmdale hereby make application for a voluntary lot merger and REQUEST that the City of Palmdale determine if the merger of real property designated by the below legal description(s) and assessor parcel number(s) is/are in conformance with the Subdivision Map Act and local ordinance and expressly consent to the filing of an instrument evidencing the lot merger with the County Recorder.

I (We) understand that pursuant to local ordinance, conditions or requirements may be imposed by the City of Palmdale on the voluntary lot merger.

Parcel 1

Legal Description: _____

Assessor Parcel Number: _____

Parcel 2

Legal Description: _____

Assessor Parcel Number: _____

Ownership Information

Signature	Date	Print Name
-----------	------	------------

Full Address

Signature	Date	Print Name
-----------	------	------------

Full Address

ALL SIGNATURES MUST BE NOTARIZED

EXHIBIT "A"

Legal Description of the Merged Parcel
Created by the Merger of Lots _____ and _____ of
_____ Map _____, as recorded in Book _____, pages(s) _____
Merger dated _____

[Legal Description]

EXHIBIT "B"

Plat of the Merged Parcel

Created by the Merger of Lots _____ and _____ of

_____ Map _____, as recorded in Book _____, pages(s) _____

Merger dated _____