



Requirements for a Complete Application

APPLICATION FORM

PROJECT #: _____

Applicant: _____

Address: _____

Phone: _____ E-mail: _____

Owner of Record 1: _____

Address: _____

Phone: _____ FAX: _____

Owner of Record 2: _____

(If more than one owner is involved)

Address: _____

Phone: _____ FAX: _____

Mail Notice of Hearing to: _____ Applicant _____ Owner

AP # (s): _____

Parcel Zoning: _____ General Plan Designation: _____

Parcel sizes, prior to merger: _____

Property location and nearest street: _____

I (we) certify that the above information is true and accurate:

Applicant Signature

Owner of Record Signature

Certificate of Parcel Merger Submittal Requirements:

Applicant must submit the following information to the Public Works Department with the completed application:

- 1. Application fee and completed and signed General Application.
- 2. Submit copies of recorded documents showing current ownership of affected parcels.
- 3. The application shall be signed by all record owners of affected parcels.
- 4. Any additional information necessary to verify that the lots or parcels resulting from this modification will conform to the zoning ordinances applicable to existing buildings on the lots or parcels.
- 5. 3 copies of the plat, either 8 ½" X 11" or 18" X 24" in size, drawn to a scale such that lot dimensions and other required information can be readily understood. The plat shall contain the following information:
 - a. Vicinity map.
 - b. Tract name, date plat prepared, north arrow, scale.
 - c. Location, width, and name of existing streets, highways, or roadways within the parcels and along the boundaries thereof.
 - d. The outline of existing buildings, wells, and septic systems on affected parcels. If there are no buildings, wells, or septic systems a note shall be placed on the plat so stating.
 - e. Lot layout and dimensions of each affected parcel, include existing and proposed parcel boundaries. New lots or parcels shall conform, to the extent practicable, to the minimum parcel size specified in the applicable zoning ordinance.
 - f. Name, business address, and license number of registered civil engineer or licensed land surveyor, if any, who prepared the plat for this application.
- 6. Any exceptions to Article II, Section 23-3 of the Subdivision Ordinance must be requested in writing.
- 7. All persons or entities owning an interest in the lots or parcels to be voluntarily merged shall consent to the merger by executing a Certificate of Parcel Merger provided by the City. All signatures on the Certificate of Parcel Merger shall be notarized.

An application will not be considered as complete until all of the information has been submitted to the Public Works Department. Incomplete applications will not be processed.

<p>RECORDING REQUESTED BY CITY OF OROVILLE</p> <p>AFTER RECORDING RETURN TO:</p> <p>CITY OF OROVILLE DEPT. OF PUBLIC WORKS 1735 MONTGOMERY STREET OROVILLE, CA 95965-4897 530.538.2420</p> <p><small>"No Fee Required" (Govt. Code Sec 6103 & 27383) Recorded for the benefit of the City of Oroville</small></p>	<p style="text-align: center;"><small>(Space Above For Recorder's Use)</small></p>
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CERTIFICATE OF PARCEL MERGER

Record Owners	EXISTING PARCELS (Assessor Parcel Numbers)

OWNERS CONSENT TO MERGER

As owners of all that real property to be merged, we do hereby voluntarily consent and agree to the merger of such lands into one single parcel. A written legal description and plat map of the parcel(s) as merged are attached as **Exhibits "A" and "B"** and made a part hereof.

SIGNATURE OF RECORD OWNERS (Must be Notarized):

Printed Name:	Signature:
Printed Name:	Signature:
Printed Name:	Signature:
Printed Name:	Signature:

CITY OF OROVILLE COMMUNITY DEVELOPMENT AND PUBLIC WORKS DEPARTMENT APPROVAL

Printed Name:	Signature:
Title:	Date:

Note: Approval of the merger does not guarantee that the resulting lot or parcel is developable in accordance with City of Oroville Planning and Engineering Standards.