



City of Susanville, Planning Division
66 North Lassen Street, Susanville, CA 96130
Phone (530) 252-5117 Fax (530) 257-4725
www.cityofsusanville.org

LOT MERGER SUBMITTAL REQUIREMENTS

Items Required for Submittal:

- Completed and signed application
- Current preliminary title report dated within the last 3 months
- Copy of recorded maps that affect the project
- Copy of any deeds that may affect the property
- Map showing lots to be merged
- Three (3) full size copies 18"x26" or 11"x17" and **one (1) reduced** reproducible copy 11"x17" in size if a larger map is submitted
- Fees: see fee schedule

Map and Map Contents:

- The map shall have a sheet size: 18" x 26" or 11"x17"
- Scale: 1" = 50', 1" = 40', 1" = 30', 1" = 20' or 1" = 10' (unless otherwise approved by CCD)
- North Arrow
- Title Block must include:
 - Merger No. _____
 - For (Owner's Names)
 - Project address or location
 - Name, address of preparer
 - Phone/fax number of preparer
- Assessor's Parcel Number(s)
- All project boundary lines must be clearly dimensioned and be shown with a heavy dark line
- Existing interior lot lines shall be dimensioned and be shown with a light dashed line
- All existing buildings on site shall be shown, dimensioned and the location of the building shall be tied to the property lines with proper dimensions.
- Street Names
- Existing and proposed easements pertinent to the project

NOTES:

- I. Once the project is approved by the City of Susanville a letter of approval with instructions and the Lot Merger Certificate along with tax forms the applicant for signature.
 - II. Once all necessary forms are returned to the City the Lot Merger Certificate will be recorded with the Lassen County Recorder.
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LOT MERGER PROCESS

1. The application form, plans, title report, legal descriptions and application fee are submitted to the City Planning Division. (See Lot Merger Submittal requirements.)
2. The Planning Division staff reviews the application form and proposal plans to insure the materials contain all of the information required. This usually takes five to ten working days depending upon workload. State law authorizes the City up to 30 days to advise the applicant(s) in writing of any missing information.
3. Once the application is determined to be complete for processing the materials are sent to the Public Works Department for review and comments.
4. The Planning Division and City Engineer will review the proposed lot merger adjustment for compliance with the Subdivision Map Act, the Susanville Zoning Ordinance and the Susanville Building Code.
5. If the proposed lot merger is acceptable, the application is approved.
6. Following approval of a lot merger the applicant will be notified by mail and must complete the following to complete the lot merger:
 - ✓ A “Certificate of Lot Merger” is prepared by the Planning Division. The certificate must be signed by all affected property owners and notarized.
 - ✓ Any existing deeds of trust affecting the property must be modified to reflect the new legal descriptions for the parcels.
 - ✓ All payable current, delinquent, and supplemental property taxes for all properties involved in the lot merger must be paid. A form to be completed by the County Tax Collector will be provided by the City.
 - ✓ The completed certificate, deeds, and tax form must be returned to the Planning Division with appropriate County filing fees. If all documents are in order staff will sign the certificate and cause recordation of the certificate and deeds with the Office of the Lassen County Recorder.
7. Recordation of the Certificate of Lot Merger completes the process.