

**CITY OF SOUTH LAKE TAHOE
CERTIFICATE OF MERGE
APPLICATION**

(Please type or print)

Merge Information:

Street Address: _____
Assessor's Parcel Numbers: _____
Project Name (if applicable): _____

Briefly explain the purpose of the proposed request. Attach additional pages if necessary.

Name of Title Co. _____ Escrow No _____
(If applicable)

Applicant:

The above information, to the best of my knowledge, is true and correct.

Applicant _____ Mailing Address _____
City _____ State _____ Zip _____
Phone _____ FAX _____
Signature _____ Date _____

(The applicant will be considered the primary point for correspondence and contact from the City unless other arrangements are made in writing.)

Property Owner:

I declare that I am the owner of the herein described property and that I have familiarized myself with this completed application and give consent to the action requested. I understand that once parcels are merged they cannot be unmerged.

Property Owner(s) _____ Mailing Address _____
City _____ State _____ Zip _____
Phone _____ FAX _____
Signature(s) _____ Date _____

(If more owners provide additional sheets.)

The Purpose of a Certificate of Merge:

To legally merge two or more legal lots in accordance with the Subdivision Map Act. This will result in one lot and separating property lines will no longer exist. This action once completed cannot be undone.

Legally created parcels have a residential development right. Once parcels are merged only one development right exists. The Tahoe Regional Planning Agency (TRPA) allows a property owner to "bank" development rights. The applicant should contact TRPA if they desire to bank any development rights.

Information for Filing a Complete Application:

Each application shall contain the following checked information. Some applications may require additional information. Consult with the Engineering Department staff (542-6033) to determine whether additional materials are required. If any required information is not provided, the application may not be accepted.

Certificate of Merge Application

Page 2

- Completed application form, with the property owner(s) signatures, including all parties holding a title interest.
- Purpose of merge.
Sample: "I am requesting a lot merge to combine the adjoining lot (APN xx-xxx-xxx) to my single family house (APN xx-xxx-xxx) for the purpose of increasing potential land coverage."
- A completed lot merge packet
- Copies of Grant deeds (parcels must be in common ownership)
- Preliminary Title Reports
- Application fee (varies; information available on request)
- Tahoe Regional Planning Agency Deed Restriction (Owners are restricted from separating merged parcels)
- Other Information: Right of Way Easements (required for corner lots)
Snow Removal Easements (required for all lots)

The Process:

Once the application is submitted, Public Works Department will:

1. Review the application to determine if the information provided is complete.
2. If not complete, items missing must be submitted prior to further review.
3. Public Works Department staff will review the request and look at such things as: land use issues, street-related issues, easements, snow removal issues, onsite visibility issues, adequate firefighting access and potential building code issues.

In the course of staff review, there may be a need to request additional information from a specific agency. That correspondence will also be included within the staff analysis. Any easements granted to the City of South Lake Tahoe will be reviewed, accepted and then recorded with the El Dorado County Recorder by the City of South Lake Tahoe at no cost to the applicant.

A written decision (with conditions, if approved), will be prepared and sent to the applicant. Once signed by the Engineering Department staff representative, you may pick up the written decision at the Engineering Department office, or it will be mailed to you, if so requested. The applicant is responsible to have the approved Certificate of Merge recorded with El Dorado County Recorder.

The decision of staff may be APPEALED within five (5) working days from the date of the decision. Anyone may file an appeal. To file an appeal, you must complete an APPEAL form available at the City Clerk's office and submit the required fee. Upon the filing of the appeal, it will be heard by the City Council.

<u>For Staff Use Only</u>			
Fee Amount:	Paid _____	Received by _____	Date _____
<u>Planning Staff:</u>			
Zoning Classification (if applicable) _____			
Community Plan _____			
Community Plan use designation _____			
Plan Area Statement _____			
Planner approving application _____			Date: _____

RECORDING REQUESTED BY:

WHEN RECORDED, MAIL TO:

City of South Lake Tahoe
City Clerk, Suite 206
1901 Airport Road
South Lake Tahoe, CA 96150

Space above this line
for recorder's use only

Certificate of Merge
For

Pursuant to the authority granted in Section 66499.20 3/4 of the Subdivision Map Act, and City of South Lake Tahoe Ordinance Number 855, the real properties described in Exhibits "A" and "B" are hereby deemed merged into one parcel of land.

Said merger is and shall be subject to all previously recorded easements.

Hilary Roverud
Director of Community Services
City of South Lake Tahoe

Sarah Hussong-Johnson, RCE 67853
Director of Engineering
City of South Lake Tahoe
License Expiration Date 06/30/11

Statement of Tax Status

I, C.L. Raffety, hereby certify that, according to the records of this office, there are no delinquent taxes owed on Assessor's Parcel Numbers _____.

This statement is valid through _____.

Dated _____

C. L. Raffety
Treasurer -- Tax Collector
El Dorado County

Certificate of Merge -- continued

Owner Request for Preparation / Recording

The undersigned owner of record title interest hereby consents to the preparation and recording of this certificate of merge document.

Dated: _____

Property Owner(s)

State of California)
) ss
County of El Dorado)

On _____ before me, _____, Notary Public, 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) in the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PURJURY under the laws of the State of California that the foregoing paragraph is true and correct. Witness my hand and official seal.

Signature _____

Notary Public

(Seal)

Exhibit "A"

Description of Parcel Number 1 to be merged:

All that real property situated in the State of California, El Dorado County and City of South Lake Tahoe described as follows:

Existing Assessor Parcel Number:

Existing Street Address:

Exhibit "A"

Exhibit "B"

Description of Parcel Number 2 to be merged:

All that real property situated in the State of California, El Dorado County and City of South Lake Tahoe described as follows:

Existing Assessor Parcel Number:

Existing Street Address:

Exhibit "B"

Exhibit "C"

Description of Parcel Number 3 to be merged:

All that real property situated in the State of California, El Dorado County and City of South Lake Tahoe described as follows:

Existing Assessor Parcel Number:

Existing Street Address:

Exhibit "C"

Recorded at the request of
City Clerk,
South Lake Tahoe, California

After Recording Return To:

City Clerk
City of South Lake Tahoe
1901 Airport Road
South Lake Tahoe, CA 96150

Space above this line
for Recorder's use only

DOCUMENTARY TRANSFER TAX \$0.00 Exempt under revenue and Taxation Code 11922

Signature of Declarant Determining Tax

Grant of Snow Storage Easement

For

the undersigned grantor(s), for good and valuable consideration, the receipt of which is hereby acknowledged, do(es) hereby grant to the City of South Lake Tahoe an easement in gross for the purposes of storing, stacking, placing, removing or otherwise relocating snow which has fallen on the public streets, sidewalks, rights of way, or other public property in the vicinity of the easement by placing such snow on, in around or over that certain real property described in Exhibit "A," which is attached hereto and incorporated herein by reference.

This grant of easement shall bind and inure to the benefit of the respective heirs, personal representatives, successors and assigns of the parties hereto.

This grant of easement shall not diminish, limit or otherwise affect the prevailing law with regard to liability for the construction, maintenance or control of the easement.

Date: _____

Grantor (s)

STATE OF _____ }
COUNTY OF _____ }

On _____ before me, _____, Notary Public, 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) in the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PURJURY under the laws of the State of California that the foregoing paragraph is true and correct. Witness my hand and official seal.

Signature _____

Notary Public

(Seal)

Sample

Exhibit "A"

Snow Storage Easement

All that real property situated in the State of California, El Dorado County and City of South Lake Tahoe described as follows:

All that portion of Lot 10, Lodi Pines Subdivision, as said subdivision is shown recorded in Map Book A, Page 41 on May 16, 1946 in the Official Records of El Dorado County, more particularly described as follows:

A strip of land, fifteen feet in width, being further described as the most Westerly fifteen feet of said Lots 10.

Exhibit "A"