



**TUOLUMNE COUNTY PUBLIC WORKS DEPARTMENT  
COUNTY SURVEYOR'S OFFICE**

**MERGER APPLICATION INSTRUCTIONS**

Title 16.10 of the Tuolumne County Ordinance requires approval by the County Surveyor of an Exhibit Map and Parcel Map to merge any number of existing parcels under common ownership where the resulting number of parcels is four or fewer.

**Summary of Submittal requirements**

- Completed application for merger signed by the property owners
  - Three (3) copies of an Exhibit Map for Merger
  - Application fee
  - Preliminary Title Report or Parcel Map Guarantee (no more than 90 days old)
- The Exhibit Map shall be prepared by a Licensed Land Surveyor and shall include:
1. The owner(s) name, address, and Assessor Parcel Numbers of the lots or parcels proposed to be merged.
  2. Name of preparer, signed and sealed.
  3. Date prepared. If revised, date of revision.
  4. Title Block to read: Exhibit Map for Merger with the legal description of the lots or parcels to be merged.
  5. Existing Zoning and General Plan designation of all lots or parcels to be merged.
  6. The Exhibit Map shall clearly show the existing lots or parcels:
    - designation (i.e.: Parcel A, Lot 235, etc.)
    - boundary lines
    - size
    - Assessor Parcel Numbers
    - existing easements
  7. The Exhibit Map shall also clearly show the proposed lot or parcel:
    - designation (i.e.: Parcel A-1, Lot 235-A, etc.)
    - boundary lines
    - size
    - if applicable, proposed Zoning and General Plan designation
  8. Clear indication of easements to be abandoned.
  9. North arrow to point away from the reader.
  10. Scale of the map. (Standard Engineer's Scale)
  11. Vicinity Map showing general location of parcels.

## **Summary of Submittal Requirements (continued)**

- The Preliminary Title Report or Parcel Map Guarantee, prepared by a Title Company, shall cover all affected lots or parcels and list the County of Tuolumne as the insured.
- If applicable, a letter from each utility company with existing facilities, infrastructure or easements on the lot or parcel lines affected by the merger shall be submitted.

### **Incomplete applications will not be accepted.**

## **Review**

The County Surveyor's office will review the application for compliance with Title 16.10. The Planning Division of the Community Resources Agency will review the application to ensure the resulting lots or parcels conform to Title 17 of the Tuolumne County Ordinance. Upon completion of the reviews, the County Surveyor will take action to approve, with conditions if applicable, or deny the application. The applicant will receive notice of the County Surveyor's decision.

## **Approval Expiration**

The approved Exhibit Map for Merger shall expire three years after its date of approval. Extensions may be granted by the County Surveyor for a period or periods not exceeding a total of three (3) additional years. A written request for extension of time must be submitted to the County Surveyor prior to the date of expiration. Failure to record the parcel map within the required time shall terminate all proceedings and no parcel map reflecting the merger of the real property shall be recorded without first obtaining approval of a new merger application.

## **Parcel Map**

A parcel map showing the lots or parcels being merged in accordance with the approved Exhibit Map for Merger, along with the fee for checking the map, closure calculations and an updated Title Report, shall be submitted to the County Surveyor. The parcel map shall be prepared by a license Land Surveyor or registered Civil Engineer authorized to practice land surveying in the State of California. The map shall be prepared in accordance with the County Surveyor's check list and may be compiled from record data or based on a field survey.

If the Merger proposes to vacate public utility easements, letters from the applicable utility companies stating their support of the vacation shall be submitted.

The following shall be submitted to the County surveyor prior to approval and recording of the Parcel Map:

1. An updated Title Report (no more than 90 days old).
2. Notice from the responsible agency or department that the conditions of approval, if any, have been completed.
3. Tax forms signed by the County Tax Collector providing proof that required payment and security for taxes and assessments have been paid.
4. Recording fee. Check to be made payable to the Tuolumne County Recorder.