



## **PARCEL MERGER APPLICATION (2 contiguous parcels)** **CHECKLIST AND FILING INSTRUCTIONS**

### **INSTRUCTIONS TO APPLICANT:**

Parcel Mergers are authorized by Section 20.50.052 of the City's Municipal Code and Government Code Section 66451.11. The application for a Parcel Merger must be completed and submitted with the following:

### **SUBMITTAL ITEMS:** (Acknowledge complete by checking box)

1. This **Checklist**.
2. **Filing Fee** of \$1,163.80 per application. (If expedited plan check services are requested and are available, additional fees shall apply)
3. Completed i original City **Certificate of Merger (Parcel Merger)** application form with signatures in **blue ink** and notarized. No fax or reproduction of the form will be accepted. ***“If there is no entry for a line, write “NONE”.*** Applications with incomplete information will be returned for corrections. Other than signatures, please print all information.
4. **Vesting Legal Descriptions** verifying that all existing affected parcels are legally created. (Letter size, Two copies) (Not to be recorded with with Parcel Merger)
5. **Proposed Legal Description** of merged parcels, labeled as “Exhibit A”. (Shall be prepared and “wet sealed” by a registered Civil Engineer or licensed Land Surveyor) (Letter size, One original and Two copies)
6. **Plat**, labeled as “Exhibit B” (Letter size, One original and Two copies) (Shall be prepared and “wet sealed” by a registered Civil Engineer or licensed Land Surveyor), showing the following:
  - A. North Arrow
  - B. Bearings and Distances
  - C. Lot Line to be Abandoned
  - D. Assessor's Parcel Numbers (APN's)
  - E. Legal Descriptions (Tract & Lot Numbers, etc.)
  - F. Street Centerlines
  - G. All Easements
7. **Site Plan of Existing Structures** if present, labeled as “Exhibit C” (Letter size, One original and Two copies). Shall include all items listed above with Site Plan or Plat, in addition to all existing structures, building setback lines, and dimensions. Exhibit “C” not required if there are no existing structures on parcels affected.
8. **Mapcheck Closures** (One copy)
9. **Preliminary Title Report(s)** for both existing parcels. Issue date shall be no longer than 60 days prior to submittal of application (One copy). If available, a digital (PDF) version of the report with embedded hyperlinks shall also be submitted.
10. **Homeowners' Association (HOA) approval letter**, if applicable, with date of approval. (One copy)
11. **Underlying Previously Recorded Maps** referenced in adjustment. Includes tract and parcel maps, parcel mergers, lot line adjustments, etc. (One copy)
12. Evidence that there are no dedications or offers of dedication required to be abandoned as a result of the merger.

The Planning and Public Works Department will review the application package, and will return to applicant for any corrections. Approval by the City's representative can occur only after all required documents have been submitted and any corrections completed. After City approval, the applicant will be instructed to secure recordation through a Title Officer.

RECORDING REQUESTED BY  
and when recorded mail to:

Name: **Public Works Dept.  
City of Indian Wells**  
Address: **44950 Eldorado Dr.**  
City/State: **Indian Wells, CA**  
Zip + 4: **92210-7497**

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**City of Indian Wells  
CERTIFICATE OF MERGER  
PARCEL MERGER (Two Contiguous Parcels)**

Parcel Merger Number: \_\_\_\_\_ Date Filed: \_\_\_\_\_  
*(Assigned by City)*

Applicant/Contact Person: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

**PROPERTY OWNERS (As shown on Deed):** Number of Parcels to be Merged:  2

Owner Parcel "A": \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Owner Parcel "B": \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

*(Attach names of any other involved property owner[s])*

**PROPERTY INFORMATION**

Parcel "A", Assessor's Parcel Number: \_\_\_\_\_ Legal Description: \_\_\_\_\_

Address: \_\_\_\_\_

Parcel "B", Assessor's Parcel Number: \_\_\_\_\_ Legal Description: \_\_\_\_\_

Address: \_\_\_\_\_

Description of the proposed Parcel Merger and purpose for request:

Address Assignment for Merged Parcel: \_\_\_\_\_

*(Assigned by City)*

## CERTIFICATE OF MERGER

**I/WE HEREBY CERTIFY** that 1) I am/we are the record owner(s) of all Parcels proposed for merger by this application; and 2) I/We have knowledge of and consent to the filing of this application; and 3) the information submitted in connection with this application is true and correct.

### ALL OWNER(S) SIGNATURES MUST BE NOTARIZED

\_\_\_\_\_

Print Owner Name(s) Parcel "A"

\_\_\_\_\_

Print Owner Name(s) Parcel "A"

\_\_\_\_\_

Sign Owner Name(s) Parcel "A"

\_\_\_\_\_

Date

\_\_\_\_\_

Sign Owner Name(s) Parcel "A"

\_\_\_\_\_

Date

\_\_\_\_\_

Print Owner Name(s) Parcel "B"

\_\_\_\_\_

Print Owner Name(s) Parcel "B"

\_\_\_\_\_

Sign Owner Name(s) Parcel "B"

\_\_\_\_\_

Date

\_\_\_\_\_

Sign Owner Name(s) Parcel "B"

\_\_\_\_\_

Date

Attach page(s) for additional parcel owner's signatures, if needed

*(portion below for official City use only)*

**All parcels as shown in Exhibits \_\_\_\_\_ are hereby merged and approved.**

This notice is filed under the provisions of Government Code Section 66499.20 3/4. The real property in the City of Indian Wells, County of Riverside, described in the attached Exhibit(s)

\_\_\_\_\_ and owned by

\_\_\_\_\_  
is, under the provisions of the Subdivision Map Act and Ordinances of the City of Indian Wells, MERGED as authorized by the Subdivision Map Act as shown.

\_\_\_\_\_

Ken Seumalo, P.E., Public Works Director

\_\_\_\_\_

Date

(Attach Notary for Public Works Director)

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_