



City of Beaumont

Planning Department
550 E. 6th Street
Beaumont, CA 92223
(951) 769-8518
www.ci.beaumont.ca.us

APPLICATION FOR CERTIFICATE OF PARCEL MERGER

Record Owner _____

Representative _____

Property Data:

Assessor Parcel Nos: Parcel 1 _____ - _____ - _____
Parcel 2 _____ - _____ - _____
Parcel 3 _____ - _____ - _____
Parcel 4 _____ - _____ - _____

Street Address of Property: _____

Section, Township, Range: Sec _____, Township _____, Range _____

Request: (include number of contiguous parcels to be merged and why merger is requested.) _____

Application Fee: \$1,200.00 deposit payable to CITY OF BEAUMONT.

(I/We) hereby certify that:

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

(Letters of Authorization may be attached) Date

Date

Date

Date

Representatives Signature _____

Date

OFFICE USE ONLY

Case No. _____

Zoning _____

Related Cases _____

Receipt No. _____

FILING INSTRUCTIONS FOR CERTIFICATE OF PARCEL MERGER

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of Certificate of Parcel Merger application. Your cooperation with these instructions will insure that your application can be processed in the most expeditious manner possible.

I. REQUIERMENTS FOR FILING APPLICATION:

The application for Certificate of Parcel Merger requires the completion of simple forms requiring ownership and legal descriptions of the properties involved, the preparation of maps illustrating the proposal, and the payment of a processing fee. The legal owners of the parcels involved will be responsible for the accuracy of all information submitted in connection with this application.

These items, that are required to be submitted, will be legal documents that must be recorded. Therefore, the forms must be typed, and the exhibits drawn legibly. Also, to ensure the reproducibility of the documents, use black on all forms and maps.

To accurately compile the information required, the services of a draftsman, engineer, surveyor, or title insurance company may be advisable and in some cases essential.

The County Assessor cannot merge parcel boundaries unless all current and past taxes have been pain on the involved parcels. It in the property owner's responsibility to assure that all property tax liabilities have been met.

II. CRITERIA FOR ACCEPTANCE

An application for a Certificate of Parcel Merger may be accepted when it can be determined that the proposed complies with the following specifications:

1. The proposed is consistent with the Beaumont General Plan.
2. The parcels to be merged are, at the time of merger, under common ownership and written consent has been obtained from all record owners.
3. The parcel as merged will be consistent with the zoning of the property.
4. The parcel as merged will not conflict with the location of any existing structures on the property.
5. The parcel as merged will not deprive access as a result of the merger.

6. Access to adjoining parcels will not be restricted by the merger.
7. No new lot lines are created through the merger
8. All parcels to be merged must be legal parcels as defined by the State Map Act.

III. ITEMS TO BE SUBMITTED

A. APPLICATION FOR CERTIFICATE OF PARCEL MERGER

This form must be filled out completely. The record owners of the involved parcels must all sign the application form or provide letters of authorization. Full legal descriptions for the existing parcels must accompany the application. Submit a copy of the current grant deed for each parcel.

B. LEGAL DESCRIPTIONS

Submit Assessor's Parcel Numbers and typed metes and bounds legal description of a new parcel as merged.

C. PRELIMINARY TITLE REPORTS

A Preliminary Title Report is required prior to review of the application.

D. CONSENT OF RECORD OWNERS

Written consent of all owners of record is required as part of the application.

E. EXISTING PARCEL BOUNDARY MAP

The following information is required on the EXISTING PAREL BOUNDRIES MAP:

1. Map, to scale and North arrow
2. Location map
3. Location of existing structures and easements
4. Bearings and distances of all existing property lines as existed before merger.

F. GRANT DEEDS

Copies of grant deeds for the existing parcels are required to verify legal descriptions.

G. NEW PARCEL BOUNDY MAP

1. Map to scale and North arrow
2. Location Map
3. Location of existing structures and easements
4. Bearings and distances of all boundary lines an existing after merger.

H. PERFECTING DEED(S) AND OTHER RECORDATION DOCUMENTS (PRELIMINARY CHANGE OF OWNERSHIP FORM AND DOCUMENTARY TRANSFER TAX AFFIDAVIT).

IV. PROCEDURE

- A. Interested parties should check with the City of Beaumont Planning Department to determine whether the merger proposal complies with all applicable State and City law, ordinances, and regulations.
- B. The applicant should prepare the forms and maps and submit the ORIGINALS to the Beaumont Planning Department along with the required processing fees. The maps and legal descriptions will be reviewed by the City Engineer to determine whether they are technically correct and in acceptable form to be recorded. The application and maps will be revised to verify compliance with established City policy and procedures, with zoning and land use ordinances, and with administrative procedures established by the Planning Director.
- C. The Planning Director shall submit to the Riverside County Recorder for recordation the new legal description and map exhibits within twenty (20) days after it has been approved by the Planning Director.

Plat checklist:

- _____ 1. Plats must be on 8 ½” x 11 ½” paper with ½” borders. The borders must be kept clear of any drafting or notations.
- _____ 2. “Exhibit” must be labeled in bold and/or in a larger size font.
- _____ 3. Font must be size 10 or larger and Arial or similar style.
- _____ 4. Reference the project and the type of dedication/conveyance on the plat.
- _____ 5. Keep any data that is not relevant to the description such as company name, work order numbers, etc. in a title block at the bottom of the plat.
- _____ 6. Number each page of the plat and its relationship to the total number of pages.
- _____ 7. Plats must be “wet signed”, sealed and dated by a qualified surveyor/engineer.
- _____ 8. Leave enough room (1 ½” x 2 ½”) somewhere on the plat for the County to approve and sign.
- _____ 9. Note the section, township and range, (projected if in a rancho) on the plat.
- _____ 10. Indicate the easement by a distinctive bold border and/or crosshatching.
- _____ 11. Show all survey data, bearings, distances, and dimensions of the dedication/conveyance with ties to existing lot corners, section corners, street centerlines, etc.
- _____ 12. Show the relationship to adjoining existing easements.
- _____ 13. Include radial bearings on curves at points that are nontangent, reverse, etc.
- _____ 14. Show the POB, POC, TPOB, etc. on the plat.
- _____ 15. All plats must have a north arrow and graphic bar scale with annotation.
- _____ 16. All plats shall be oriented with north to the top or side of the page, with data readable in the same direction.
- _____ 17. Do not use the terms “future”, “proposed”, “temporary”, etc.
- _____ 18. Include surveyor’s/engineer’s notes if necessary.
- _____ 19. A vicinity map is required unless the nearest cross streets are shown on the plat
- _____ 20. Use details when necessary.
- _____ 21. The entire easement/conveyance shall be shown on one sheet. Additional sheets may be used to show individual parcels, details or portions, of the easement when necessary to show all required data and avoid cluttering.
- _____ 22. Boundary line of project area should be boldest.

Legal Descriptions checklist:

- _____ 1. Legal descriptions must be on 8 ½” x 11 ½” paper with 1” margins.
- _____ 2. “Exhibit” must be labeled at the top of the page in bold and/or in a larger size font.
- _____ 3. Reference the project and the type of dedication/conveyance in the heading below "Exhibit".
- _____ 4. Font must be size 10 or larger and Arial or similar style.
- _____ 5. Place any additional data that includes numbers, such as dates and work order numbers at the bottom of the page or at the end of the description.
- _____ 6. Number each page of the legal description and its relation to the total number of pages.
- _____ 7. Legal descriptions must be “wet signed”, sealed and dated by a qualified surveyor/engineer.
- _____ 8. Leave enough room (1 ½” x 2 ½”) at the end of the legal description for the County to approve and sign.
- _____ 9. Double space between each course on the legal description (begin a new paragraph with each **Thence**), single space between lines within the same course.
- _____ 10. The preamble must include the section, township and range or the rancho in which the property described lies within.
- _____ 11. **Commencing, Beginning, Point of Beginning, True Point of Beginning, Point of Termination, Thence**, etc. must be in bold.
- _____ 12. Show the area of the property being described. Show the acreage to the nearest hundredth if ¼ acre or more, show square feet if less than ¼ acre.
- _____ 13. All curves must be identified as being tangent, nontangent, etc. and must include a radial bearing if it is not a tangent curve.
- _____ 14. Use along and to calls when necessary.
- _____ 15. When referencing record maps with three or more pages use “inclusive” after the last page number. Example: Map Book 157, Pages 24 through 37 inclusive.
- _____ 16. Do not use the terms “future”, “proposed”, “temporary”, etc., as a reference or on a description.
- _____ 17. Include a reference to the plat exhibit at the end of the legal description.

Recording Requested By:

City of Beaumont

When Recorded Mail To:

City of Beaumont Planning Dept.
550 E. Sixth Street
Beaumont, CA 92223

CERTIFICATE OF PARCEL MERGER NO. _____

RECORDED OWNER(S)

ASSESSOR PARCEL NUMBER(S)

LEGAL DESCRIPTION OF ADJUSTED PARCEL

SEE ATTACHED EXHIBIT "A" AND EXHIBIT "B" ATTACHED HERETO AND MADE A PART THEREOF.

SIGNATURE OF RECORD OWNER(S) (MUST BE NOTARIZED)

DEPARTMENT USE ONLY

PROPERTY "A"
Title/ company (if applicable)
Print Name:
PROPERTY "B"
Title/ company (if applicable)
Print Name:
PROPERTY "C"
Title/ company (if applicable)
Print Name:
PROPERTY "D"
Title/ company (if applicable)
Print Name:

See Attached Notary

This Certificate of Parcel Merger of _____ is approved

By: _____

Title: _____

Date: _____

SURVEY DEPARTMENT APPROVAL

MAIL TAX STATEMENTS TO:

EXHIBIT "A" - LEGAL DESCRIPTION

PARCEL MERGER NO. _____

EXHIBIT "B" - MAP
PARCEL MERGER NO. _____