

# OWNER INITIATED MERGER

## APPLICANT'S GUIDE TO PROCEDURES

### WHAT IS AN OWNER INITIATED MERGER?

An owner initiated merger is the combination of two or more contiguous parcels under the same ownership into one parcel on the request of the owner of the property.

### WHERE TO FILE?

Planning & Building Services (530) 283-7011  
555 Main Street  
Quincy, CA 95971

### WHAT TO FILE?

1. A completed application.
2. Written concurrence of all owners of the property, with their complete names and addresses.
3. A legal description for the resultant property suitable for recording. If the legal description will not fit in the space provided on the merger document, it must be typed on plain white paper, 8 1/2" by 11", with at least one inch margins at the top, sides, and bottom.
4. A lot book guarantee, which is obtained from a title company, showing current owners and any instruments of sale, lease, or finance that affect the property.
5. The filing fee set forth on Planning & Building Services' fee schedule.
6. Prior to recording the merger documentation, Planning staff will contact the applicant requesting a check made payable to the Plumas County Clerk-Recorder in the amount of the fees required by the Plumas County Clerk-Recorder's office to record the merger documentation. The Recorder's Office filing fees are \$15.00 for the first page and \$3.00 for each additional page plus \$75 for State Affordable Housing and Jobs Tax.

### PROCEDURE

Your application is reviewed by Planning & Building Services for conformance with the following Plumas County Code requirements:

1. That the properties are under common ownership.
2. That the properties to be merged are contiguous.
3. That all instruments of sale, lease, or finance are redone to encompass all the properties to be merged.
4. That the Tax Collector has certified that there are no liens against any of the affected parcels or any part thereof for unpaid State, County, municipal, or local taxes or special assessments collected as taxes, except taxes or special assessments not yet payable; that the applicant has deposited any amount certified to be a lien with the County Clerk, which money the County Clerk shall hold in trust to secure payment of taxes.

The first two requirements can be determined from County records and the information supplied with the application. Before the merger can be approved, the applicant must show that any instruments of sale, lease, or finance have been redone to encompass all the properties to be merged; and the applicant must provide the certificate as to liens from the Tax Collector.

Once the merger is approved, an instrument of merger may be recorded. The instrument is available from Planning & Building Services.

For additional information, contact Planning & Building Services at (530) 283-7011.

**DEPARTMENTAL USE ONLY**

Initial Completeness Verified by \_\_\_\_\_

Date Recv'd \_\_\_\_\_

Receipt No. \_\_\_\_\_ \$ \_\_\_\_\_

File No. \_\_\_\_\_

**OWNER INITIATED MERGER**Instructions to applicant(s):

1. Complete the form and mail or take to: Planning & Building Services  
555 Main Street  
Quincy, CA 95971
2. Use additional sheets of paper if necessary to complete the information requested.
3. Attach the lot book guarantee.
4. Pay the filing fee set forth in the fee schedule.
5. Make the check payable to Planning & Building Services.

**A. Applicant(s)**  
(land owner(s))

Name \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

**C. Engineer or Surveyor**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**D. Location**

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_

Street Address(es) \_\_\_\_\_

Nearest town \_\_\_\_\_

Assessor's Parcel Numbers (APNs) \_\_\_\_\_

Signature(s) of applicant(s):

We, the undersigned, hereby certify that we are all of the parties having any record title interest in the real properties for which this application is made and do hereby concur in the merger of these real properties; and that the information provided is correct and waive any action against the County of Plumas in the event the County's action is set aside due to erroneous information provided hereon.

Name \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Recording requested by and when  
Recorded return to:  
PLANNING & BUILDING SERVICES  
555 Main Street  
Quincy, CA 95971

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**MERGER OF CONTIGUOUS PARCELS UNDER COMMON OWNERSHIP**

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**LEGAL DESCRIPTION OF THE RESULTANT PROPERTY**

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**ASSESSOR'S PARCEL NUMBERS AND STREET ADDRESSES OF THE PROPERTIES BEING MERGED**

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I, Tracey Ferguson, Planning Director of the County of Plumas, approve this merger pursuant to Section 66499.20-3/4 of the Government Code of the State of California and Section 9-3.1001 of the Plumas County Code.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Planning Director

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.
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State of California  
County of Plumas

On \_\_\_\_\_ before me, \_\_\_\_\_,  
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) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Marcy DeMartile, Plumas County Clerk-Recorder

Signature \_\_\_\_\_

Deputy as authorized to sign

(Seal)

We the undersigned, hereby certify that we are all of the parties having record title interest in the herein described real property and do hereby merge the herein described parcels for purposes of sale, lease, and finance under the Subdivision Map Act pursuant to Section 66499.20-3/4 of the Government Code of the State of California and Section 9-3.1001 of the Plumas County Code.

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_  
(Here insert name and title of the officer.)

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) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENAL TY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(Notary Seal)