



DEPARTMENT OF  
PLANNING

# CITY OF BANNING

99 E. Ramsey Street, P.O. Box 998  
Banning, California 92220  
(951) 922-3125

## PARCEL MERGER SUBMITTAL REQUIREMENTS

### Fees:

Planning Department: See Fee Schedule

Engineering Department: See Fee Schedule

Parcel Merger No.: \_\_\_\_\_

### Purpose:

To merge no less than two and no more than five legal parcels of record. The parcels must comply with the zoning code.

### Submittal Requirements:

- A completed Uniform Application signed by all legal owners of the parcels in question. A notarized letter of authorization from the property owner(s) is required if the application is not being made by the property owner(s).
- Four (4) copies of a site plan (not to exceed 32"x 40") **individually folded prior to submittal**. The plan should show the before and after parcel configurations and dimensions for each parcel. Any building or structure must also be shown, including setbacks from the property lines and easements.
- One (1) copy of a site plan 11"x17" in size
- A written legal description for each parcel in it's before and after condition including a plat map. Please note: Legal descriptions and plat map shall be prepared by a Land Surveyor licensed by the State of California.
- One (1) copy of up to date **Title Report** and recent **Grant Deed** showing legal vesting, parcel description, easements, and related subdivision map of the property for each parcel involved.
- A copy of amended financial instruments for each deed of trust, mortgage, or lien for a special assessment reflecting the new parcel lines (please note: this may be prepared after the new legal description has been reviewed and approved by the City Engineer).
- Parcel Merger certificate to be supplied by the City and executed by property owners; photocopies or facsimiles are not acceptable.

It is recommended that the applicant consult with a planner prior to submitting the Parcel Merger application and executing the Parcel Merger certificate.

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL DOCUMENT TO:

*Planning Division  
City of Banning  
P.O. Box 998  
Banning, CA 92220*

TITLE ORDER NO. \_\_\_\_\_ ESCROW NO. \_\_\_\_\_

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

APN: \_\_\_\_\_

### PARCEL MERGER

IN THE CITY OF BANNING, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

PARCEL MERGER NO. \_\_\_\_\_

Pursuant to Section 66451.11 of the Government Code of the State of California, the following described property has been reviewed for a parcel merger by the City of Banning in accordance with the ordinances of the City of Banning and the Subdivision Map Act.

Description of affected property (see attached sheets):

Description of change(s) authorized-merged lots (see attached sheets):

**Owner's Certificate:**

The undersigned hereby certifies to being the present fee owner(s) of the property described herein, and consents to the preparation and recordation of this notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Parcel Merger Approved:**

**CERTIFICATE OF CITY ENGINEER AND COMMUNITY DEVELOPMENT DIRECTOR**

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

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

See acknowledgements attached to this certificate