



**COMMUNITY RESOURCES AGENCY
TUOLUMNE 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.

An applicant seeking a Merger of lots or parcels shall submit an application to the County Surveyor in compliance with Title 16.10. The Tuolumne County Surveyor's Office is responsible for coordinating the processing of the merger application.

Summary of Submittal Requirements

The following shall be submitted to the County Surveyor's Office

- A completed application for merger signed by the property owners
- Three (3) copies of an Exhibit Map
- The applicable fee
- A Preliminary Parcel Map Guarantee

Only complete application submittals will be accepted.

The Preliminary Parcel Map Guarantee shall cover all affected lots or parcels and list the County of Tuolumne as the insured.

The Exhibit Map shall be prepared by a Licensed Land Surveyor and shall include the following:

1. The owner(s) name and address.
2. Name of preparer, signed and sealed.
3. Date prepared. If revised, date of revision.
4. Title Block labeled Exhibit Map for Merger and legal description of parcels being merged.
5. Assessor Parcel Numbers of the parcels being merged.
6. Clear indication of the existing property lines, the existing parcel size, and existing easements.
7. Clear indication of the proposed property lines and the resulting parcel size.
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.

If applicable, a letter from each utility company with facilities, infrastructure or easements existing on the lot or parcel lines affected by the merger shall be submitted.

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) years upon written request of the applicant if made prior to its current date expiration date.

Parcel Map

A parcel map and map check fee shall be submitted to the County Surveyor showing the land being merged in accordance with the approved Exhibit Map for Merger. The map shall be prepared by a license Land Surveyor or registered Civil Engineer authorized to survey land in the State of California. The map shall be prepared in accordance with the County Surveyor's checklist and may be compiled from record data or based on a field survey. The parcel map will be examined for accordance with all applicable laws and for technical accuracy.

Prior to recordation of the Parcel Map the applicant shall provide the following:

- Tax forms signed by the Tax Collector as proof that required tax payments as determined by the Tax Collector have been paid.
- If applicable, proof that conditions of approval have been met.
- Parcel Map Guarantee.
- Recording fee.

Note: Requirements by existing mortgage holders may affect the recording time line.