

Lot Merger (LM)

The following is a list of documentation required by the Planning Office in order to process your application for Lot Merger. Your application will **not** be accepted unless it is signed by the property owner or authorized representative, accompanied by the current filing fee, and includes **all** the pertinent items described below. Following initial distribution and review of submitted materials additional information may be required. **Questions?** Contact: Planning Office (408) 299-5700

Checklist of Application Materials

The documents listed below are **required** for your application and **must be submitted in electronic form through the County InSite Public Portal**. **Incomplete submittals will not be accepted**. All plans must be legibly drawn to an appropriate scale.

- Site Plan** including:
 - Existing property lines, noting which are to be removed;
 - Lot areas;
 - All buildings, structures, septic systems, wells, driveways & other improvements;
 - Setback of structures and buildings to proposed property lines;
 - See sample Lot Merger site plan for further information.
- Copy of Assessor's Parcel Map** (Available at the Assessor's Office-5th Floor, County Government Center)
- Copy of Current Recorded Grant Deed**
- Evidence showing legal creation of lot** (See handout enclosed with application packet)
- Completed Well Information Questionnaire** (enclosed with application packet)
- Acknowledgements and Agreements form, signed by owner or authorized representative.**

Additional Application Materials that may be Required

The documents listed below **may** be required for your Lot Merger application. **Please consult staff to make an accurate determination.**

- Depending on the deeds or legal descriptions submitted, the following additional information is required:**
 - Each copy of the deed must include the entire deed, with no pages missing.
 - The copies of the deeds must be clearly readable, with recording dates and numbers clearly shown.
 - If the deed includes an exception or more than one lot, parcel or description, the applicant must note on the deed which parcel, lot, description or exception pertains to the requested lot merger.