

1. Legality verification of APN 331-02-012 is required. Please submit recorded deed prior to June 25, 1969, the next consecutive deed conveying ownership from June 25, 1969, owner and the current deed. This information is necessary to ensure that the lot in its current configuration was conveyed before 1969 and thereafter.

Lot Legality handout can be accessed via the link below:

<https://stgenpln.blob.core.windows.net/document/DeedLotLegality.pdf>

For future deeds resubmittal, please ensure the documents are complete with no missing pages, and the deeds must be clearly readable. Please also provide the book and page number of the document, if that information was not shown on the document itself.

Please mark / note on the deed if it involved more than one parcel.

2. Revise site plan to clearly show the information required. Delete lines / unnecessary information for the process of lot merger. Lot Merger checklist and sample of site plan can be accessed via the hyperlink of the Lot Merger web page. **Site Plan Page simplified and uploaded**

Below is the link to the Lot Merger web page:

<https://plandev.sccgov.org/how/apply-permit/lot-merger>

Please make sure the requested changes are made for the revised plan sets and documents that are needed for the resubmittal. **Resubmittals are only accepted by appointment with the assigned project manager.** If the requested information is not submitted within **180 days**, you are required to pay a fee of 10% of the application fee at the time the information is submitted. All requested information must be submitted no later than **one (1) year** from the date of the incomplete letter. **PARTIAL RESUBMITTALS WILL NOT BE PROCESSED.** Fees required at the time of resubmittal will be those in effect at that time.

Note the Lot Merger application has been charged a minimum fee and will be charged additional fees to continue processing when the initial payment is exhausted.

In submitting the land use application, the owner/applicant included an initial application fee. Application fees are categorized as "fixed fees" and "billable fees", based on the specific application types. "Fixed fee" applications do not require any additional fees to continue processing. However, when funds associated with a "billable fee" application have been spent, an additional deposit will be required to continue processing the application.

If you have questions regarding the application, please contact (408) 299-5707 or [rebecca.rockom@pln.sccgov.org](mailto:rebecca.rockom@pln.sccgov.org).

Sincerely,



Rebecca Rockom  
Assistant Planner