



City of  
**Chino Hills**

**LOT MERGER APPLICATION**

This application is required when a property owner desires to merge two (2) or more lots into one (1) lot. The number of parcels is reduced by at least one (1).

Application Date: _____	Received By: _____					
Application Fee: <b>\$1,401.00</b>	Merger Number: _____ (will be assigned by City)					
<b>Applicant's Name:</b> _____						
Contact Name: _____	Phone & Fax: _____					
Street Address: _____						
City: _____	State: _____ Zip: _____					
<b>Engineer*:</b> _____						
Contact Name: _____	License Number: _____					
Street Address: _____						
City: _____	State: _____ Zip: _____					
Project Address: _____						
Nearest Cross Streets: _____						
APN:	Tract:	Lot No:	General Plan Land Use Designation	Zoning Designation	Original Lot Size:	Proposed Lot Size:
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Describe the reason for the Lot Merger:						

\*For information about General Land Use designation and Zoning designation, please contact the Planning Department at (909) 364-2750.

Continued...

**City of Chino Hills**

**Lot Merger Application Certificate**

(All Owner's of Record Must Sign This Certificate)

The undersigned owner(s) or officer(s) in the organization owning the lands for which this application is made, states that he/she or the organization is aware that this application is being filed with the City of Chino Hills and certifies under penalty of perjury that the information contained in this application is true and correct.

I (We) further agree that if any such information proves to be false or incorrect, the City of Chino Hills, special party or taxing district affected thereby are and shall be released from any liability incurred if a certificate of compliance is or has been issued on the basis of this application. I (We) understand that under such circumstances any such certificate shall be null and void and shall be returned to the City for cancellation.

Any persons signing with Power of Attorney for others must print the names of those individuals in the signature block and attach a certified copy of the Power of Attorney document.

Representative:

Name  
(Print)

Signature

Registration No.  
(If R.C.E. or Licensed Land  
Surveyor)

I (We) hereby declare that all of the following are true:

1. The parcels are contiguous (side by side).
2. The parcels are in the same tax rate area (refer to tax bill).
3. Taxes on all parcels are paid and current.
4. Ownership of all parcels is under the same name.

Owner(s):

Assessor Parcel Number

Name  
(Print)

Signature

Date

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*If a corporation, partnership or other group owns property, signer should indicate corporation position or title and submit substantial documentation.

**Submittal Requirements**

- Plan Check Review Fee - \$1,401.00
- One (1) Copy – Completed Application.
- One (1) Copy – Site Plan.
- One (1) Copy – Proof of Ownership - Grant Deed and tax bill or Preliminary Title Report for each parcel (current, within the past 60 days).

The following items are required after approval from the Planning Department:

- ❑ One (1) Original Copy – Exhibits “A” – Legal Description\*
- ❑ One (1) Original Copy – Exhibit “B” – Property Plat Map\*
- ❑ One (1) Set – Copies of all reference maps, deeds or easements relative to the subject parcel.

\* Exhibits shall be prepared by a Professional Engineer or Licensed Land Surveyor, and contain original stamps and signatures.

**Required Findings for Approval:**

To qualify for a Lot Merger:

1. All Lots must be contiguous or adjacent, and;
2. All lots must be in identically the same title, and;
3. All lots must be in the same tax rate and have taxes paid and current, and;
4. At least one of the affected lots does not conform to standards for minimum lot size or dimension specified by the applicable land use district or if at least one or more of the following conditions exist:
  - a. The lot comprises of less than seventy two hundred (7,200) square feet in area;
  - b. The lot was not created in compliance with applicable laws and ordinances in effect at the time of its creation;
  - c. The lot does not meet current standards for sewage disposal and/or domestic water supply;
  - d. The lot does not meet slope stability standards.
  - e. The lot has no legal access which is adequate for vehicular and emergency equipment access and maneuverability;
  - f. The development of the lot would create health or safety hazards;
  - g. The lot is inconsistent with the General Plan and any applicable specific plan, other than minimum lot size or density standards.

**Notes:**

1. The City of Chino Hills typically only reverses or revises a merger when it would benefit another adjacent substandard lot and does not make the larger parcel substandard.
2. Parcels may be combined for tax purposes through the County of San Bernardino Assessor’s Office without going through the City of Chino Hills. The process does not merge these parcels (make them one). It only makes it possible to receive one tax bill for both parcels.

**Plan Check Review Process:**

1. Applicant submits Certificate of Compliance application, along with supporting documents, to the Engineering Department for processing.
2. The Engineering Department routes the submitted documents to the Planning Department for review.
3. Once the application has been approved by the Planning Department, the Engineering Department will request the applicant to submit Exhibits “A” and “B”.
4. Exhibits “A” and “B” are then reviewed by the City Engineer.
5. Upon approval of the exhibits by the City Engineer, the Applicant is responsible to have the document recorded at the San Bernardino County Recorder’s office.
6. After recordation, the applicant shall provide the Engineering Department with a copy of the recorded document.