Mono County
Community Development Department

PO Box 347
Mammoth Lakes, CA 93546
760-924-1800, fax 924-1801
commdev@mono.ca.gov

Planning Division

PO Box 8
Bridgeport, CA 93517
760-932-5420, fax 932-5431
www.monocounty.ca.gov

LOT MERGER
INFORMATION

INTRODUCTION:
A lot merger is the process of combining two separate and distinct parcels into one parcel. Lot Mergers are processed by the Planning Division at the request of property owners. A merger process takes approximately two to three weeks.

APPLICATION PACKET SHALL INCLUDE:

A. Completed application form.
B. Signed and notarized Merger Notice.
C. Detailed Plot Plan meeting the requirements of the attached Plot Plan guidelines (one copy no larger than 11" x 17").
D. Deposit for project processing: See Development Fee Schedule for Lot Merger.

APPLICATION REVIEW PROCEDURE:

A. **Application packet submitted** to the Planning Division.
B. **Planning staff review** of the application packet. If it is determined incomplete, the applicant will be notified of the deficiencies. If deemed complete, Planning Staff will proceed with processing.
C. **Staff verification** of property ownership, property tax, and zoning consistency. Once the packet is complete, staff will verify property ownership, check on the status of property taxes for the parcels, and verify that the proposed merger is consistent with applicable county policies.
D. **Review and approval by Director**. The Planning Director will review the merger application and pertinent background information and take action. The merger may be: 1) denied, 2) approved, or 3) approved with conditions. The applicant will be notified of the Planning Director's decision.
E. **Appeal of the decision**. The applicant or other interested parties can appeal the Planning Director's decision to the Planning Commission. If an appeal is filed, the merger will not be recorded at the County Clerk-Recorder's office until the Planning Commission considers the appeal and renders a decision. A completed appeal application with accompanying fees must be filed with the Planning Division within 10 days of the decision date.
F. **If no appeal is filed**, Planning staff will record the Merger Notice at the County Clerk-Recorder's office.

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LOT MERGER
APPLICATION

APPLICATION # _____ FEE $ _____

DATE RECEIVED _____ RECEIVED BY _____

RECEIPT # _____ CHECK # _____ (NO CASH)

APPLICANT/AGENT _____

ADDRESS _____ CITY/STATE/ZIP _____

TELEPHONE (_____) _____ E-MAIL _____

OWNER, if other than applicant _____

ADDRESS _____ CITY/STATE/ZIP _____

TELEPHONE (_____) _____ E-MAIL _____

PROJECT DESCRIPTION: Assessor's Parcel # _____

_____

_____

APPLICATION PACKET SHALL INCLUDE:

A. Plot Plan: A reproducible Plot Plan map, preferably on 8.5" x 11" (maximum size 11" x 17") drawn to a legible scale that illustrates the lot merger. The Plot Plan must contain sufficient detail to verify conformance with existing zoning and building regulations. The Plot Plan must illustrate the following items where applicable: (a) existing and proposed lot areas; (b) existing surface and subsurface structures and improvements; (c) existing septic system and well locations; (d) streams and waterways; (e) existing/proposed easements and access routes; and (f) any unusual topographic features or other information (such as compliance with minimum setback requirements) that may be pertinent to review and approval of the application.
B. Appropriate application fee: See Development Fee Schedule.
C. Signed Lot Merger Notice form.

I/We certify that I/we are the owners of the subject property or that I/we have been authorized by the owners to process this application.

_____ _____ _____
Signature Signature Date

RECORDING REQUESTED BY

Community Development Department

AND WHEN RECORDED MAIL TO:

Mono County Planning Division
P.O. Box 8
Bridgeport CA 93517

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

LOT MERGER NOTICE
FOR REAL PROPERTY IN MONO COUNTY

PARCELS TO BE MERGED: Assessor's Parcel Numbers and/or deed reference.

_____ _____ _____ _____

SIGNATURE OF RECORD TITLE OWNERS: This document will be recorded. All record title owners must sign below, and their signatures must appear as reflected on the recorded deeds. *All signatures must be notarized.*

I/we hereby attest by my/our signature(s) hereon that I/we am/are all the record title owner/owners of the above-referenced real property. I/we also affirm that said property consists of two or more continuous lots under our common ownership and that I/we understand that recordation of this Merger Notice shall cause the subject parcels to be merged into one parcel and that further actions to sell, lease or finance portions of said parcel shall be subject to applicable provisions of the county subdivision regulations.

I/we hereby attest by our signature(s) hereon that I/we have initiated this merger and are requesting that the County record this Merger Notice; therefore, I/we do not wish to have a protest hearing to present evidence as to why this Merger Notice should not be recorded; and by our signature hereon I/we understand and expressly waive any and all rights to such a hearing.

Name	Notarized signature	Date
Name	Notarized signature	Date
Name	Notarized signature	Date
Name	Notarized signature	Date

COUNTY APPROVAL: This Merger Notice has been reviewed and approved by the Mono County Planning Division.

ATTEST: _____ _____
Signature Date

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PLOT PLAN
INFORMATION

A plot plan, sometimes referred to as a site plan, is an accurate drawing or map of your property that shows its size and configuration and the size and precise location of most man-made features on the property such as buildings, parking areas and driveways. Plot plans show what currently exists on your property as well as changes that will occur either to the land or to man-made features as a result of the physical changes you wish to make to the property.

Plot plans are required for most applications you will make to the county in order to change how your property is used or in order to construct something on your property. For example, plot plans are required when you apply for:

- A Building Permit to construct a new structure or an addition, alter the roofline, or do other exterior remodeling.
- A Variance to the Zoning Code requirements.

PLOT PLAN REQUIREMENTS:

1. Names, addresses and phone numbers of the record owner, applicant, and person preparing the plot plan.
2. North arrow, date of drawing, and scale (suggested scale is 1"=20' or 1"=30'). The direction of "north" should be shown to the top or right of the page.
3. Assessor's Parcel Number.
4. Location and name(s) of boundary street(s), surface waters, and recorded easements on the property (trails, roads, sewer, utility lines, etc.). The size and type of the easement should be noted; e.g., 10' utility line easement.
5. Dimensioned property lines or boundary lines of the project.
6. Location, size (outside dimensions), and use of all existing structures on the property. Indicate distance between structures and setbacks in relation to all property lines and surface waters. Show building appurtenances, including balconies, decks, stairs, rooflines, etc.
7. Location and size (outside dimensions) of all proposed structures, parking spaces, and driveways. Indicate distance between structures and setbacks in relation to all property lines and surface waters. Show building appurtenances, including balconies, decks, stairs, rooflines, etc.
8. Indicate with contour lines and flow-line arrows any unusual site features, such as hilly terrain or drainages that might affect the building site, parking area, or access. All off-site features that could influence building locations should be indicated. All lakes, streams, creeks, or other surface waters within 50 feet of the property must be shown. Utility lines of 115 kV or greater within 35 feet of the property must be shown. Contour lines are required if your property is in a flood zone.
9. New development in the Wheeler Crest area requires additional information for the Wheeler Crest Design Review District.

Incomplete plot plans may delay the review of your application. If you have any questions about your plot plan, please contact the Planning Division.

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PLOT PLAN
CHECKLIST

Lack of a plot plan or any of the required information will delay the review of your plans by the Planning Division.

PLOT PLANS MUST INCLUDE:

- ☐ Name/address/phone number of owner, applicant, plan preparer
- ☐ North arrow, scale (1”=20', etc.)
- ☐ Assessor's Parcel Number
- ☐ Location/name of boundary streets, surface waters and recorded easements on property (include type and size of any easements)
- ☐ Dimensioned property lines/project boundary lines
- ☐ Location/outside dimensions/use of proposed structures, driveways, parking areas -- distance between structures and setbacks to all property lines and surface waters
- ☐ Contour lines if the property is in a flood zone

PLOT PLANS MUST ALSO INCLUDE THE FOLLOWING, if applicable:

- ☐ Location/outside dimensions/use of existing structures: distance between structures and setbacks to all property lines and surface waters
- ☐ Location and name of surface waters within 50 feet of property
- ☐ Location of utility lines 115 kV or greater within 35 feet of property
- ☐ Unusual site features (e.g., hilly terrain, drainages) on property

NOTE:	New development in the Wheeler Crest area requires additional information for the Wheeler Crest Design Review District.

The items checked above have been included on the submitted plot plan.

_____ _____

Signature of Applicant Date