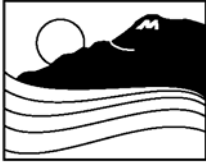


M O R E N O



V A L L E Y

City of Moreno Valley

Public Works Department
LAND DEVELOPMENT
PARCEL MERGER CHECK LIST

DATE: _____

**** INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED ****

PLEASE SUBMIT:

- 1) Transmittal letter from engineer/surveyor
- 2) Merger application form
- 3) Two (2) copies of closure calculations
- 4) Four (4) copies of Grant Deed/Title Report
- 5) Four (4) copies of Site Plan
- 6) Four (4) copies of legal description **prior** to Merger
- 7) Four (4) copies of legal description **after** Merger
- 8) Merger processing fee

GENERAL NOTES:

- 1) All Mergers must be on 8 1/2" X 11" letter size paper.
- 2) A.P.N. **OR** Tract **OR** Parcel No. -- Some way to locate the property.
- 3) Purpose of Merger
- 4) Owner's signature must be notarized.

LEGAL DESCRIPTION:

- 1) Should have legal description **before** Merger and legal description **after** Merger.

SITE PLAN:

- 1) North arrow and engineers scale required.
- 2) A.P.N. for each lot affected required.
- 3) Acreage, each lot before and after Merger, is required.
- 4) Surrounding parcel or tract numbers ghosted in.
- 5) All street centerlines must have bearings.
- 6) Curve data must be shown for horizontal curves.
- 7) Map legend is required.
- 8) Small Vicinity Map.
- 9) Engineer's seal and wet signature is required.

Note: Mortgage holders and lien filers should be apprised of Parcel Mergers since changes made in parcel dimensions may have an effect. Those documents may require revision, or applicant may need approval from those interested parties in order to record a Merger.