



## CITY OF WILLOWS

201 North Lassen Street  
Willows, CA 95988  
(530) 934-7041 • FAX (530) 934-7402

### LOT MERGER APPROVAL PROCEDURES

***You will need to submit the following information with your application. Please include this form along with your application submittal.***

- Completed Lot Merger Application
- Submit applicable fees (See City of Willows Fee Schedule)
- One (1) copy of the current Assessor's Map for subject lot(s)
- Three (3) copies of the plot map showing the existing lot lines and the new proposed lot line (8.5 X 11" size)
- Preliminary Title Report (not over 60 days old)
- One (1) copy of the current recorded grant deed(s) listing all parcels affected by the merger to show proof of ownership,
- Legal Description(s) of the new parcel with signature and stamp of land surveyor who prepared the legal description(s)
- Proof of prepayment of property taxes as required by Section 66412 (d) of the Subdivision Map Act and by the County Recorder
- Provide a new deed for the new parcel which will be recorded after recording the Lot Merger Form.

The City may, while processing your application, request the applicant to clarify, amplify, correct, or otherwise supplement the information required for the application. According to Section 65944, additional information may be requested to comply with Division 13 of the State of California Public Resources Code.

Upon recording the Lot Merger form and the new deed, copies of both shall be provided to the City of Willows.

There is a County Recording fee to record the final Lot Merger form and attachments. Charges are \$14.00 for the first page and \$3.00 for each additional page. **A check made out to the Glenn County Records Office is required prior to recordation.**

#### **Information to be included on the Merger Plot Map**

The merger map of the proposed adjustment shall be clearly and legibly drawn on sheets of 8.5 X 11 using an engineer's scale in all cases. The map shall show:

- a. Name and address of record owners of all property.
- b. Name and address of person who prepared the map.
- c. Date of preparation, current Assessor's Parcel Number, north arrow, and scale.
- d. The name, location, and width of all existing interior, abutting and proposed streets and easements.
- e. Location of utilities
- f. Approximate layout and dimensions of each existing parcel and the parcel after merger. Each parcel shall be identified by Assessor Parcel Numbers.